

# **WLU Board of Governors**

Regular Meeting

**Wednesday, October 18, 2023 - 4:00 p.m.**

Location: Shaw Hall Board Room

Meeting ID: 957 7801 3937

Passcode: 399426

- I. Call to Order/Roll Call/Quorum and Mission Statement**
- II. Introductions**
- III. Public Comment** Description: Up to 10 individuals may sign in to speak in open session for three minutes each. The sign-in sheet will be available from Cyndi Galloway fifteen minutes prior to the meeting until the noticed start time.
- IV. Agenda Order (Board may move to change order of consideration)**
- V. Approval of Minutes\***
  - A. Minutes of the Full Board August 16, 2023\* (pgs. 3-7)
  - B. Minutes of the Executive Committee August 16, 2023\* (pgs. 8)
- VI. President's Report** (pg. 9)
- VII. Reports**
  - A. Academic Affairs (Monteroso, pgs. 10-12)
  - B. Student Affairs/Enrollment (Cooper, pgs. 13)
  - C. Physical Plant/IT (Rodella, pgs. 14-15)
  - D. Athletics (Forshey, pgs. 16)
  - E. WLU Foundation (Delk, pgs. 17)
  - F. Fiscal Affairs (Hudson, pgs. 18)
  - G. Faculty (Kreisberg)
  - H. SGA (Maguire)
  - I. Staff (Karas)
- VIII. Board Items for Approval\***
  - A. **Program Approval-Aviation: Fixed Wing Pilot (pg. 19)**
  - B. **Department of Special Programs (pg. 20)**
  - C. **BOG Representative Selection for the Program Review Task Force (pg. 21)**
  - D. **Approval of Fall 2023 Commencement Speaker (pg. 22)**
  - E. **Honorary Degree for Fall 2023 Commencement Speaker (pg. 23)**
  - F. **Waiver to Employees for the Doctorate Program and Notice of Intent to revise BOG Policy (pg. 24)**
  - G. **Chair Selection for the Finance Sub-Committee (pg. 25)**
  - H. **Meeting Schedule Update (pg. 26)**
- IX. Possible Executive Session\***
- X. Information Gathering** (Members may ask questions or gather information to prepare for future agenda items without general discussion or action at this meeting.)
- XI. Next Meeting Date – Wednesday, December 6, 2023**
- XII. Adjournment**

**West Liberty University  
Board of Governors**

---

**Minutes  
August 16, 2023**

Attendance: David McKinley, Michael Baker, Tom Cervone, Richard Carter, Rich Lucas, Lou Karas, Jenna Maguire, Jack Adams, Robert Kreisberg, Stephanie Shaw, Jamie Evick

Administration/Faculty/Staff: Katie Cooper, Betsy Delk, Ann Saubier, Lori Hudson, Karen Kettler, Cathy Monteroso, Lynn Ullom, Sherri Theaker, Joe Rodella, Cyndi Galloway, Tasha Taylor, Cecilia Konchar-Farr

**I. Call to Order/Roll Call/Quorum and Mission Statement**

Chair McKinley called the meeting to order at 4:01 p.m. and a quorum was established.

**II. Introductions**

Guest Presentation: CMTA

CMTA discussed projects that have been completed and gave an update on campus utility savings. CMTA designs projects and manages contractors and bidding. After project completion, utility savings are guaranteed.

Water Usage-Water savings of 399K for the last 12 months which is a 60% reduction.

Electric Usage- Electric savings of 240K for the last 12 months which is a 25% reduction.

**III. Public Comment**

None.

**IV. Agenda Order (Board may move to change order of consideration)**

**V. Approval of Minutes\***

**A. Minutes of the Full Board June 7, 2023\***

**On motion by Rich Lucas and seconded by Michael Baker, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the full Board of June 7, 2023.**

**B. Minutes of the Executive Committee June 7, 2023\***

**On motion by Richard Lucas and seconded by Jamie Evick, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the Executive Committee June 7, 2023.**

**C. Minutes of the Special Meeting June 17, 2023\***

**On motion by Richard Carter and seconded by Tom Cervone, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the Special Meeting June 17, 2023.**

**VI. President's Report**

Dr. Borchers noted that he's had about 60 meetings with individuals on campus so far since beginning on July 1st. He's met with many members of faculty, staff, and community members.

Today's presentation will be presented at the Campus Welcome tomorrow.

Dr. Borchers reviewed his plan for the year ahead. Our current Strategic Plan is due to be reviewed and updated this year. We'll include the campus community and stakeholders in this process.

We're working with a marketing firm and are in the process of a branding discovery process.

We're in an Academic Program Review process that is required by the state, but we also think this will give us a good baseline on program growth/decline, revenue/spending, and other data.

Dr. Borchers is taking employee compensation very seriously and is having conversations to see what can be done to increase salaries for faculty and staff.

Dr. Borchers discussed retention and graduation rates. Our retention rate in Fall 2021 was 71%. The Six-Year Graduation Rate for the Fall 2016 class was 58%.

We must choose a quality initiative as part of our ten-year review process. This would be a major improvement project for our campus. We will have to show genuine effort towards project completion.

Our Human Resources Department is in the process of a refresh and interviews are currently underway.

A Budget and Planning Committee will be formed to provide input and be engaged in planning.

The Concealed Carry law will be in place next July. We're creating a sub-committee to keep the campus safe and comply with the new law.

Diversity Initiatives in our current strategic plan will be reviewed—specifically, enrollment and student success.

Connecting Conversations-Dr. Borchers is meeting with many on campus and will report out on these conversations during the Fall semester.

Jamie Evick asked about how our retention rate compares locally. Dr. Borchers responded that he believes we're just behind Marshall and WVU. We're in the top range of institutions.

Tom Cervone asked if there are themes emerging through the Connecting Conversations. Dr. Borchers shared that the need for communication, consistency, transparency, and inclusion seems to be top employee priorities.

Jenna Maguire asked if a student could sit on the committee for concealed carry. Dr. Borchers agrees and will work on including a student.

## **VII. Board Reports**

### **A. Academic Affairs (Monteroso)**

Cathy Monteroso reviewed faculty promotions and tenure.

#### **Enhancing Student Experience**

The Student Success Center is being developed. This will be centralized in the library. The SSC will be on the second floor of the library and Cathy hopes to have it ready later this semester.

Ed.D. was approved in July and we're opening our first class in September. We'll have 10-12 in our first class and we already have applicants for next Summer.

#### **Program Review Process**

Annual and 5-year Reviews are in process. Faculty will be appointed to the task force next week.

## **Aviation Program**

We are still looking at a Fall 2024 start. Marshall bought 3 new planes for us to use. We'll use the Ohio County Airport and classrooms on campus. We'll use Marshall's flight school staff, and they'll complete all plane maintenance. We deliver all General Studies courses.

## **Dual Enrollment Program**

There are 3 pathway options: Education, Nursing and Social Services are our established pathways. The state pays \$75 per credit hour, but students must be in a pathway for the state to reimburse.

Stephanie Shaw asked about the Topper Ready Program. Cathy explained how this program works and noted that it eliminates a barrier for many students. It's a rental process and the prices are much lower. Jenna Maguire mentioned that as a Liberal Arts student, books aren't needed as much and the way to opt out wasn't clear. Faculty also don't seem to know much about how the program works. Cathy will give more detailed information to the campus tomorrow. She also noted that students can opt-in/out each semester.

### **B. Student Affairs/Enrollment Management (Cooper)**

Katie Cooper shared an enrollment update and noted that we're at 462 full-time, first-time freshmen as of 3:00 PM today and we're bringing in 123 transfer students at this point.

Fall Graduate Enrollment currently shows 345 as of today, but we will pick up more since they have different start dates throughout the semester. Graduate hours are projected above what we've budgeted.

Overall, 1,984 is our total estimated headcount. Early Entrance students will be counted in the headcount once they can be enrolled. Enrollment is down slightly for next year, but it's expected to change once Early Entrance students are enrolled. We are budgeted to be up in FTE, Graduate billed hours, and Housing and Food.

We enrolled 11 AB Students (freshman and transfers) and 28 applications have been received. Admissions is currently reviewing transcripts for transfer students.

The Ed.D. program is up to 16 applications.

Aladdin donated meal cards that are available in different areas on campus for students in need. Katie also noted that our food pantry on campus is accepting donations.

Katie shared that we have a Behavior Intervention Team on campus. Students can be referred to this team to assess their needs.

TopperFest events will be taking place over the next two weeks and Faculty/Staff/BOG can come up to participate alongside our students in some events.

### **C. Fiscal Affairs (Hudson)**

#### **FY23 EOY Budget Status Report**

Lori Hudson reviewed the FY23 EOY Budget Status Report.

Revenue-Undergraduate and Graduate revenue projections were not met, but Housing and Food exceeded the projection. Waivers were less than the budgeted amount and royalty income exceeded projections. Our total net tuition-related revenue ended with a deficit of about \$62,000. We received our entire appropriation of \$9.5M. All revenue totaled \$46.210M (excluding waivers).

Expenses categories ended within an acceptable range. Utilities, contract service, and others went over due to maintenance of facilities and payments to The Registry which is normally under Salaries/Benefits and were instead listed under contract service. All expenses totaled \$46.128M (including waivers).

We ended the year with a slight surplus of \$82,865.

### **Cash position at 6/30/2023**

Lori discussed our cash position as of 6/30/2023. Our state and local cash balance at year-end was \$11.9M. Lori noted that a large portion of this is restricted. Our unrestricted portion is only \$3.8M. We have approximately 74 days of Cash on Hand for FY23. Lori explained how cash on hand is calculated and shared that an ideal range is 103-177 days. Though we are not meeting the 103-177, we are still within the top universities in the state.

### **FY24 Budget**

Lori shared a breakdown of our revenue and noted that Tuition and Housing/Food make up 75% of our total revenue. Budget Expenses show that Salary/Benefits are our largest expense at 54%.

Lori announced that we are beginning the year with a balanced budget if projections come in where they're needed.

We have budgeted the following:

Undergraduate FTE enrollment: 1,700

Graduate credit hours: 5,736

Housing: 1,035

Meal Plans/Food: 1,075

### **D. IT/Physical Plant (Rodella)**

**Student Resnet and Entertainment** - Joe shared that we brought in a new vendor for streaming services into the dorms to replace Comcast.

**Argos Implementation** - The Argos implementation will be a great advancement for our staff and should be operational in about 6-8 months.

**Building Access and Surveillance Project**-Building access should be complete later this fall and surveillance by the end of this year.

**Annual Risk Assessment Update**-Joe is anticipating a result of very low risk.

**Domestic Water Project** - Phase 1 of the Domestic Water Project is complete and we're already starting to see savings of roughly 5 gallons per minute.

**Library HVAC Replacement** - Replacement is in progress. The chiller is no longer working and it's very hot in the library. Classes have been moved until the chiller can be replaced and we're hoping within 10-12 days the AC will be operational.

**Colonial Heights Upgrades** - Upgraded with a new roof.

**Campus Carry Preparations** - A committee is being formed. The Criminology Department and many others on campus will be included to help us with this process.

**Deferred Maintenance** - No new updates. Joe is hoping to hear something by the end of August.

### **E. Athletics (Ullom)**

Lynn Ullom reviewed many successes in the athletic department. He shared that the overall GPA for student-athletes was 3.19.

Lynn shared that the Athletic Department created "Topper Studio". This is a photo center that includes a large selfie wall. This studio will serve as a recruiting tool for all programs and has been a major hit so far.

### **F. WLU Foundation (Delk)**

Betsy gave an update on donations to the foundation and scholarships that have been established. She also shared information on the breakdown of Foundation support to WLU.

Fund Manager training sessions are coming up on September 12th and 13th.

The 8th Annual Topper Day of Giving is set for March 27, 2024.

**G. Faculty Representative (Kreisberg)**

Robert noted that faculty have some concerns about Policy 123 which is the Policy on Policies.

Robert shared information on successes with grant writing the Biology Department. Since 2000 the department has received no less than \$10M for research and at least 150 students have been involved in research and traveling all over the world to present data.

Dr. Borchers added that invites will be sent soon for the AACC groundbreaking ceremony to be held on August 30th.

**H. SGA Representative (Maguire)**

Jenna noted that SGA is interested in building up a culture on campus that hasn't quite been back since COVID. Jenna is also interested in getting SGA members more involved with committees on campus.

TopperFest is in the works and will include many events on campus.

Homecoming events will take place the week of September 17th. The theme this year is Blast from The Past and the dance will be held at River City. Also, Community Service Day will be held on Friday, September 22nd. This will include a blood drive, food drive, clothing drive, and campus cleanup.

The SGA is beginning a tradition of having dinners at the President's House.

**I. Staff Representative (Karas)**

Lou shared that the Staff Council met in July. Monthly Staff Council meetings will begin in September and are open meetings for anyone who would like to join.

**VIII. Board Items for Approval\***

**1. Academic Affairs Committee Chair Selection  
Nomination-Tom Cervone**

**On motion by Rich Lucas and seconded by Richard Carter, it was  
unanimously adopted by the West Liberty University Board of Governors  
to approve Tom Cervone as the Academic Affairs Sub-Committee Chair.**

**IX. Possible Executive Session - None.**

**X. Information Gathering - None.**

**XI. Adjournment**

On motion by Richard Carter & seconded by Jamie Evick, the meeting adjourned at 5:24 p.m.

David McKinley \_\_\_\_\_  
Chair

Tom Cervone \_\_\_\_\_  
Secretary

Minutes submitted by: Cyndi Galloway

**West Liberty University  
Board of Governors**

---

**Executive Committee  
Minutes  
August 16, 2023**

**In Attendance:** Tim Borchers, David McKinley, Rich Lucas, Michael Baker, Tom Cervone, Richard Carter, Stephanie Shaw

**Unable to Attend:** Jamie Evick, Jack Adams

**Meeting called to order at 3:04 PM**

**President's Updates:**

**Academic Affairs Sub-Committee Chair**

Dr. Borchers announced that a chair for the Academic Affairs Sub-Committee needs to be selected. This will be voted on in the upcoming BOG Meeting.

Rich Carter noted that we did not have these sub-committees prior to Dr. Evans. He suggested that Dr. Borchers review the committees and continue or remove them as needed. Dr. Borchers responded that the intent with the sub-committees was to keep our BOG Members more active and informed.

Discussion continued on past and current committees.

Dr. Borchers shared that a President's Council is being created. This will include about 35 members from all over campus and will help with transparency. Faculty, Staff, and Student BOG representatives will all be asked to join.

**BOG Training Requirements**

New BOG training requirements were discussed. Cyndi will track these for all members.

**Executive Session**

At 3:24PM David McKinley motioned to move into Executive Session.

No actions from Executive Session.

**Adjournment**

David McKinley motions to adjourn, Richard Carter seconds the motion.  
Meeting adjourned. 3:48PM

Minutes Submitted by: Cyndi Galloway



# **President's Report to Board of Governors**

## **October 18, 2023**

### **1. Strategic Goals and Objectives**

- President Borchers has concluded a series of meetings with faculty, staff, students, alumni, and community members. These meetings began in early June and included more than 175 individuals. The report from these meetings was presented to stakeholder groups the week of October 9. Themes that emerged from these discussions include:
  - “Hilltop is Home”
  - Efficiencies and Roadblocks
  - “The Hilltop Advantage”
  - Communication and Decision-Making
  - Professional Development
  - Facilities and Equipment
  - Employee Engagement and Morale
  - Our Natural Resources
  - Marketing
  - Policies and Procedures
- The Strategic Planning process will begin soon. The planning process overview has been shared broadly with faculty and staff for their feedback. The Strategic Planning Committee membership will be finalized soon and the first meeting will be October 27.
- The University is working with an external consultant, EAB, to assist with planning efforts.
- The University is also working with VisionPoint, a higher education marketing firm. They have completed the Discovery phase to identify new branding opportunities and are now embarking on a long-term marketing plan (digital and traditional) featuring new visual and creative content.

### **2. Other Activities and Accomplishments**

- President Borchers has been appointed to the Board of Directors for the Wheeling Area Chamber of Commerce.
- President Borchers has been appointed to the Regional Economic Development (RED) Board of Directors.
- The University inducted five alumni into the Wall of Honor at its Homecoming weekend: Patricia Gracey '63; John Dolan '78; Bettie Steele '84; John Blangor '87 and Stephanie Shaw '97.

### **3. Personnel Items at the Cabinet Level**

- Katie Cooper has been promoted to Vice President for Student Affairs and Enrollment Management.
- Brad Forshey has been appointed Interim Athletic Director upon the retirement of Lynn Ullom.

### **4. Action Items**

- Program Approval – Aviation: Fixed Wing Pilot
- Appointment of Board of Governors representative for the Program Review Task Force
- Approval of Honorary Degree and Commencement speaker Chair of BOG, David McKinley
- Appointment of Chair for Finance Subcommittee
- Notice of Intent for Changes to Policy 43: Tuition Waivers and Discounts for Employees
- Approve Revised Meeting Schedule

# Academic Affairs Report to Board of Governors October 18, 2023

## I. West Liberty University 2019-2024 Strategic Plan

- Goal #1 Demonstrating Academic Excellence
- Goal #2 Cultivating Diversity, Equity, and Inclusion
- Goal #3 Creating an Innovative Student Experience
- Goal #4 Enhancing Community Engagement
- Goal #5 Strengthening Operational and Financial Excellence

## II. Update on Specific Strategic Objectives

### a. Goal #1 Demonstrating Academic Excellence

New faculty have been meeting monthly to continue their orientation

Doctorate of Education: Instructional Leadership, Management, and Innovation First Class started September 18, 2023, with a cohort of 13 students. President Borchers and Dr. Williams will host the inaugural cohort for dinner on October 19, 2023.

The Center for Arts and Education is celebrating its 10-year anniversary! Monthly celebrations will be running until January, culminating with a celebration.

The Student Success Center Director Andrew Lewis's first day was October 9. The Student Success Center will be moving to the Library

The Fourth Floor Campbell Hall construction updates have started and scheduled to be completed by Jan 2024. It will provide much-needed space and resources for the Behavioral Health and Speech-Language Pathology clinics.

WVHEPC awarded Open Educational Resources Grants of \$1,000 to eight faculty: Dr. Drew Banghart, Dr. Miriam Douglas, Dr. Jeremy Larance, Dr. Vishakha Maskey, Dr. Douglas McCall, Mr. Chris McPherson, Dr. Susan Ridley, and Dr. Ann Saurbier.

Program Review Task Force developing a 2023-24 program review plan.

Dual Enrollment Students

244 Wheeling Park, 61 John Marshall, and 4 Wheeling Central  
Registration for the spring begins in October.

The PA Program welcomed 21 Alderson Broaddus University  
second year students

New Program Development

Aviation Fixed Wing Pilot Intent to plan received by Sarah Tucker, Chancellor  
WVHEPC

MAED Music Education – Track

Zoo Animal Science - Certificate

Kelly Theater Presents Measure for Measure on October 12, 13, 19, 20, 21, and 22.

Undergraduate and graduate biology students took part in the SEIDeA 2023 conference in South Carolina and competed against students from universities across the United States. WLU students took home multiple awards.

#### Inflammation and Infectious Disease:

**FIRST PLACE** – 093: Role of FTL\_0445 in *Francisella tularensis* Susceptibility to Resazurin, Emily Young<sup>1</sup>, Jordan Gibson<sup>1</sup>, Siena McGovern<sup>1</sup>, Emma Beatty<sup>1</sup>, Claire Kelly<sup>1</sup>, Kendall Souder<sup>1</sup>, Justin Rice<sup>1</sup>, Ryan J. Percifield<sup>2</sup>, Donald A. Primerano<sup>3</sup>, Nicole Garrison<sup>1</sup>, Deanna M. Schmitt<sup>1</sup>, <sup>1</sup>Department of Biomedical Sciences, West Liberty University, West Liberty, WV, <sup>2</sup>Department of Biology, West Virginia University, Morgantown, WV, <sup>3</sup>Department of Biomedical Sciences, Joan C. Edwards School of Medicine, Marshall University, Huntington, WV

**HONORABLE MENTION** – 092: Isolation and Identification of *F. tularensis* proteins that interact with the mammalian erythrocyte protein Band 3, Rori Schreiber, Elio Delatore, Joseph Horzempa, Department of Biomedical Sciences West Liberty University, West Liberty, WV

**HONORABLE MENTION** – 087: The effect of a low environmental oxygen concentration on gene expression of *Pseudomonas aeruginosa*, Reagan Gray, Kaitlyn Bailey, Stuart Cantlay, Nicole Garrison, and Joseph Horzempa Department of Biomedical Sciences, West Liberty University, West Liberty, WV

#### Microbiome in Health and Disease:

**SECOND PLACE** — 096: The role of LpnA in *Francisella tularensis* LVS resistance to resazurin, Emma J. Beatty<sup>1</sup>, Emily Young<sup>1</sup>, Mackenzie Hall<sup>1</sup>, Blaze Oxier<sup>1</sup>, Jordan Gibson<sup>1</sup>, Claire Kelly<sup>1</sup>, Kendall Souder<sup>1</sup>, Justin Rice<sup>1</sup>, Ryan J. Percifield<sup>2</sup>, Donald A. Primerano<sup>3</sup>, Nicole Garrison<sup>1</sup>, Deanna M. Schmitt<sup>1</sup>, <sup>1</sup>Department of Biomedical Science, West Liberty University, West Liberty, WV, <sup>2</sup>Department of Biology, West Virginia University, Morgantown, WV, <sup>3</sup>Department of Biomedical Science, Joan C. Edwards School of Medicine, Marshall University, Huntington, WV

#### Molecular and Cell Biology:

**SECOND PLACE** — 116: Lipidomic analysis by LC-MS/MS of wildtype, mutant and VBNC strains of *Francisella tularensis* LVS, Rachelle Patterson<sup>1</sup>, Bo Xue<sup>2</sup>, Joseph Horzempa<sup>1</sup>, Stuart Cantlay<sup>1</sup>, <sup>1</sup>Department of Biomedical Sciences, West Liberty University, West Liberty, WV, <sup>2</sup>Bio Nano Research Facility, West Virginia University, Morgantown, WV

#### Public Health:

**FIRST PLACE** — 146: Validation of an Avian Model of Induced-Thyrototoxicosis, Tyler Hill, Holly Racine, Department of Biomedical Sciences, West Liberty University, West Liberty WV

#### Other;Bacterial/Pathogens:

**HONORABLE MENTION** — Poster #148 – The role of FTL\_1199 in erythrocyte invasion by *Francisella tularensis*, Elio F. Delatore III, Elle Roberts, Stuart Cantlay, Mariah Cashbaugh and Joseph Horzempa, Department of Biomedical Sciences, West Liberty University, West Liberty, WV

**b. Goal #4 Enhancing Community Engagement**

Dr. Felipe Rojas in coordination with the Center for Arts and Education welcomed West Liberty and Bethlehem Elementary for Hispanic Heritage Month.

Grand Opening" of Topper Thrift. The Topper Thrift store was the extension of a 2021 student-generated Earth Day initiative to reduce clothing waste. Based on that event's success, students created a business plan that resulted in an entirely student-run business. Topper Thrift receives donations from students, faculty, staff, and the community and the store in the Gary E. West College of Business, Business Incubation Center on the first floor of Main Hall. All items sell for a nominal amount, usually between \$1 and \$3. In the 2021-2022 academic year, 1,355 items were "thrift cycled." Topper Thrift opened this year on September 19, and in two weeks, thrift cycled 678 items and served 187 customers - students, faculty, staff, and members of the West Liberty community.

**c. Goal # 5 Strengthening Operational and Financial Excellence**

Graduate Studies exceeded the budgeted billable credit hours for fall semester and still have Fall 2 coming in.

**III. Other Matters of Focus**

Program Approval – Aviation Fixed Wing Pilot

Board of Governors Representative for the Program Review Taskforce

The Honorary Degree Committee unanimously recommends Chair David McKinley to be awarded an Honorary Degree and serve as the December 2023 Commencement Speaker.

**IV. Personnel Items at the Cabinet Level**

**V. Information Requested by Committee**

- a. Appoint a Board of Governors Representative for the Program Review Task Force

**VI. Action Items**

- a. Program Approval – Aviation: Fixed Wing Pilot
- b. Creation of a Department of Special Programs to house the Aviation Program
- c. Board of Governors representative for the Program Review Task Force
- d. Approval of Honorary Degree and Commencement speaker Chair of BOG, David McKinley

Respectfully Submitted by



Cathy Monteroso

## Student Affairs & Enrollment Management Report to Board of Governors October 18, 2023

### Fall 2023 Budget Projections

- Enrollment
    - FTF: 419
    - Transfers: 100
    - Total Undergraduate Headcount: 2001 (1700 FTE)
  - Housing/Food
    - Housing: 1035 Residents
    - Food: 1075 Plans
1. Enrollment Management
    - a. Headcount
      - i. Overall headcount – Fall - 2346
      - ii. Undergraduate FTE – 1520
        1. Incoming FTF – 420
        2. Transfers - 127
      - iii. Graduate Headcount – 402
      - iv. Housing - 993
    - b. Fall 2024
      - i. Undergraduate Applications up year over year by 15 applications.
      - ii. Opened application up a month later.
  2. Student Affairs
    - a. Student Health and Counseling – We have seen a vast increase in visits to our Student Health Center and Student Counseling Center.
    - b. Increasing education across campus and investigating additional support services (Telehealth – Uwill).
  3. Student Life Sub Committee
    - a. Activities – We continue to offer 7-8 activities weekly for on campus and commuting students ranging from flag football, crocheting, to mental health and Title IX training and education.
    - b. DEI – We hosted the elementary school for National Hispanic Heritage Month. WLU Students visits the Latin American Cultural Center in Pittsburgh. We are hosting Drag Bingo, a Coming Out Day Celebration and Pronouns Day. Finally, we'll be hosting a Festival of Colors event on the Quad as well.
  4. Staffing
    - a. Assistant Director of Admissions – Zach Rhodes, previously Admissions Counselor
    - b. Vacant – Admissions Operations Coordinator
    - c. Vacant – Admissions Counselor

# **IT & Physical Plant Report to Board of Governors**

## **October 18, 2023**

### **I. Update on the KEY focus Areas**

- **Building Access and Surveillance Upgrades**
  - Project to replace Building Access System Campus Wide and Enhance Campus Surveillance.
  - Building Access is initial focus Dorms – Cutting over during Winter Break
  - Surveillance implementation in progress
- **Capital Planning / Maintenance Platform**
  - Pilot funded by HEPC to Audit All Campus Facility Equipment – Audit Complete
  - Capital Planning has kicked off
- **ADA Compliance**
  - Beginning work on scope defined in Audit
  - Required ADA improvements for ADA = Approximately \$200,000
  - Evaluating costs for ADA Signage needs
- **Retention Software Platform**
  - Platform chosen – PO Placed
  - Plan – Pilot in Spring 2024 - Full rollout Fall 2024
- **Dormitory Wireless and Student Entertainment - Complete**
  - Complete replacement of vendor provided wireless services for resident students in campus dorms
  - Includes television / streaming / DVR services for resident students
  - Enhanced support services for student users
  - Lower cost vs. previous provider
  - **Project Complete**
- **Solar Project – Strategic Objective 5.1**
  - Investigation of reducing utility spend by adding Solar generation (electricity currently \$125k/month)
  - Multiple Vendors are engaged.
  - Federal Grant Opportunity Found – Investigating

### **II. Other Matters of Focus**

- **Library HVAC**
  - Complete Replacement – Funding Secured – Contract Executed
  - Implementation underway
- **Data Integration Audit**
  - Evaluation of Data Input Processes
  - Project Will Investigate Efficiencies in Data Input, Workflow, and Reporting Needs
  - Committee is in Progress
- **Argos System Installation**
  - New system to further automate report writing from Banner
  - Environment Created
  - Implementation and Initial Data Block Building Commencing
- **State Funded Deferred Maintenance Projects**
  - State has approved \$11.5 million for WLU
    - Initial Scope:
      - Replacing roofs on Fine Arts/Krise/ASRC/Meyers
        - Funded \$3.4 million
      - Replace HVAC – Fine Arts/ASRC
        - Requested \$23 million
        - Received \$7.1 million

- Window and Door Replacements
      - Requested \$3.5 million
      - Received \$1.0 million
      - Initial Focus – Library
  - Not Funded:
    - Paving
    - Phase 2 Domestic Water
    - Elevators
    - HVAC \$15.3 million
- **Campus Carry Preparations**
  - Beginning Internal Risk Assessment
  - Defining Storage Scope via campus survey and Creating Plan
- **Campus Domestic Water Repairs**
  - Phase 1 **Complete**
- **Aquatic Conservation Center- New Facility**
  - On the site of the West Events Center
  - Bids Received - Contractor Chosen
  - Groundbreaking – **Complete**
  - Kickoff and Construction Commencing

### III. Personnel

- Physical Plant seeking:
  - 1 Maintenance workers to replace resignation
  - 2 Housekeeping in process
  - 2 Police Officers needed
  - 1 Fulltime Bus Driver

## **Athletics Report to Board of Governors October 18, 2023**

### **Athletic Updates:**

- Successfully hosted three high school football games. Most recently hosted the WTOV-9 Game of the Week between Linsly and Steubenville Big Red.
- West Liberty Men's Soccer Ranks eighth in United Soccer Atlantic Region Coaches Poll for West Liberty Men's Soccer. West Liberty Men's soccer is currently ranked third in the Mountain East Conference Division.
- Also, during that time West Liberty Men's Soccer student-athletes were tabbed with Defensive and Offensive Player of the Week awards. Noah Underwood - Defensive Player of the Week (09/25) and Vitor Otsuka Offensive Player of the Week (09/04). Vitor Otsuka ranks eighth nationally in total assists and Noah Underwood ranks twelfth in save percentages in NCAA Division II
- West Liberty Women's Soccer Student-Athlete Zara Wickert was selected as Mountain East Conference Defensive Player of the Week (09/18)
- West Liberty Women's Volleyball sits in first place in the Mountain East Conference North Division. Defensive Specialist Nyia Setla was named Mountain East Conference Defensive Player of the Week (09/04), (09/11) and (09/25). Katelynn Fritz was tabbed MEC Offensive Player of the Week (09/11). Katelyn was also tabbed with All-Tournament team honors at the D'Youville Invitational.
- Haley Zeck reached 1,000 career assists and Nyia Setla reached 2,000 career digs. Nyia is the third person in the program's history to accomplish this feat. Nyia Ranks fourth in all of Division II in total digs.
- Freshman volleyball student-athlete Dakota Keni ranks third nationally in Division II in assists by a freshman. Dakota was named Tournament MVP of the D'Youville Invitational. Nyia was selected as the Most Outstanding Libero at the Atlantic Regional Crossover. Nyia was also selected as an all-tournament selection at the Ashland Invitational.
- West Liberty University Athletics named Nikki Nuzman Yanchak as Interim Head Coach of the West Liberty Softball Program
- Nine inductees were introduced into the West Liberty Hilltopper Hall of Fame
- West Liberty football student-athlete Cam Rice was selected as Mountain East Conference Player of the Week.(10/02) Cam Rice ranks eleventh nationally in tackles for loss/per game. Rashawn Harvey ranks third in receptions and receiving touchdowns and ranks eighth in total receiving yards in all of NCAA Division II. Rudy Garcia ranks third in completions per game, fifth in total passing yards and sixth in passing yard per game in all of NCAA Division II
- With a generous contribution by Belmont Savings Bank, a softball facility improvement project is underway. An architect has been hired for a multi-use facility adjacent to the current softball field. Updates on the project will continue as they progress.
- WLU has announced the start of the sport of Women's Wrestling. Recruitment is already underway and we will have student athletes on campus for the Fall of 2024.



**WLU Foundation Report to Board of Governors  
October 18, 2023**

**I. Significant Accomplishments for FY24 Quarter 1:**

- \$654,453.19 in fundraising revenue
  - Notable gifts to the endowment: Mellott, Wiesner & Dailey Scholarships
- Over \$60,000 of scholarship support for Alderson-Broaddus 2<sup>nd</sup> year Physician Assistant cohort
- Audit Completed by S.R. Snodgrass A.C. in September
- Held Recognition Banquet and other Homecoming events during Homecoming 2023 weekend

**II. Other Matters of Focus**

- Tri-State Tax Institute will be held on October 24
- Annual Fund Mailing to be sent in mid-October
- Scholarship Day Planned for November 1
- Next WLU Foundation BOD meeting will be held January 19, 2024, 2:30

**III. New Personnel**

- Two student interns will be joining WLUF Staff

**Fiscal Affairs – Budget Status Report  
October 18, 2023**

<b>West Liberty University FY24 Operating Budget</b>		<b>BSR 9/30/23</b>	
<u>Sources:</u>	<u>FY24 Proposed Budget</u>	<u>9/29/2023 YTD Actual</u>	<u>% of Budget</u>
Undergraduate Tuition and Fees:	19,493,762	9,810,675	50.33%
<i>Related Discounts:</i>	<i>(4,434,332)</i>	<i>(1,776,776)</i>	
Net:	15,059,430	8,033,899	
Graduate Tuition:	3,882,940	1,826,018	47.03%
<i>Related Discounts:</i>	<i>(521,686)</i>	<i>(284,049)</i>	
Net:	3,361,254	1,541,969	
Housing and Meals:	11,034,299	5,655,251	51.25%
<i>Related Discounts:</i>	<i>(1,565,058)</i>	<i>(992,038)</i>	
Net:	9,469,241	4,663,213	
State Appropriation	9,964,386	2,491,097	25.00%
Other	1,475,941	493,751	33.45%
	<b>39,330,252</b>	<b>17,223,929</b>	<b>43.79%</b>
<i>Discounts</i>	<i>6,521,076</i>	<i>3,052,863</i>	<b>46.82%</b>
Total FY23/24 Revenue Budget	<b>45,851,328</b>		
 <u>Uses:</u>			
Personal Services*	19,746,509	4,208,599	21.31%
Fringe Benefits	4,983,176	1,147,863	23.03%
Utilities	2,265,094	491,895	21.72%
Debt	2,691,137	31,097	1.16%
Rent	1,206,258	271,850	22.54%
Contractual Services	3,409,502	553,756	16.24%
Other	5,003,275	1,432,105	28.62%
	<b>39,304,951</b>	<b>8,137,166</b>	<b>20.70%</b>
<i>Discounts</i>	<i>6,521,076</i>	<i>3,052,863</i>	<b>46.82%</b>
Total FY23/24 Expense Budget	<b>45,826,027</b>	<b>11,190,028</b>	<b>24.42%</b>
 <u>Net Income (+)/Loss (-):</u>	 <b>25,301</b>		
 <i>Total Tuition / Housing and Meals Revenue</i>	 34,411,001	 17,291,944	
<i>Total Discount</i>	<i>(6,521,076)</i>	<i>(3,052,863)</i>	
<i>Total Net Tuition / Housing and Meals Revenue</i>	<b>27,889,925</b>	<b>14,239,081</b>	

\*Personal Services/Fringe Benefits (includes 6 out of 26 pays + increment) 23%  
All Other Expenses (3/12 months) 25%

**PROGRAM APPROVAL—AVIATION: FIXED WING PILOT**

**WEST LIBERTY UNIVERSITY**

**Action Item**

The program proposal for this item is included on pages 27-67.

**Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the Aviation: Fixed Wing Pilot program as presented.**

West Liberty University Board of Governors  
October 18, 2023

**DEPARTMENT OF SPECIAL PROGRAMS**

**WEST LIBERTY UNIVERSITY**

**Action Item**

**Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the creation of a Department of Special Programs to house the Aviation Program as presented.**

West Liberty University Board of Governors  
October 18, 2023

**SELECTION OF BOG REPRESENTATIVE TO THE PROGRAM REVIEW TASK FORCE**

**WEST LIBERTY UNIVERSITY**

**Action Item**

**Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the BOG Representative to sit on the Program Review Task Force as stated.**

**FALL 2023 COMMENCEMENT SPEAKER**

**WEST LIBERTY UNIVERSITY**

**Action Item**

The Board of Governors is asked to approve David McKinley as West Liberty University's Fall 2023 Commencement Speaker.

**Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approve David McKinley as West Liberty University's Fall 2023 Commencement Speaker.**

West Liberty University Board of Governors  
October 18, 2023

**HONORARY DEGREE**

**WEST LIBERTY UNIVERSITY**

**Action Item**

**Proposed Resolution: *Resolved*, that pursuant to WLU Procedure 238: Guidelines for Honorary Degrees and Recognition, the West Liberty University Board of Governors authorizes the conferral of an honorary Doctor of Humane Letters (DHL) degree from West Liberty University at the Fall 2023 commencement to David McKinley.**

West Liberty University Board of Governors  
October 18, 2023

**WAIVER TO EMPLOYEES FOR THE DOCTORATE PROGRAM AND NOTICE OF INTENT TO  
REVISE BOG POLICY**

**WEST LIBERTY UNIVERSITY**

**Action Item**

**Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the employee waiver for the Doctorate Program and the development of BOG Policy language to effectuate waiver.**



West Liberty University Board of Governors  
October 18, 2023

**FINANCE SUB-COMMITTEE CHAIR SELECTION**

**WEST LIBERTY UNIVERSITY**

**Action Item**

**Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the Finance Sub-Committee Chair as stated.**

West Liberty University Board of Governors  
October 18, 2023

**MODIFICATION TO THE 2023-2024 BOG MEETING SCHEDULE**

**WEST LIBERTY UNIVERSITY**

**Action Item**

**Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the modifications to the 2023-2024 BOG Meeting Schedule as presented.**

West Liberty University

September 10, 2023

Submission of New Program

Aviation

Commercial Pilot: Fixed-Wing, BS

West Liberty University, West Liberty, WV 26074



West Liberty University, in accordance with Title 133 Procedural rule of the West Virginia Higher Education Policy Commission, Series 11, seeks approval for the Bachelor of Science in Aviation Commercial Pilot: Fixed-Wing as a joint enrolled program with Marshall University, Bill Noe Flight School. The program seeks to contribute to meeting the nation’s projected need for commercial pilots over the next two decades. By providing comprehensive training and education, the program aims to produce a steady supply of qualified pilots to fill the growing demand in the aviation sector. The program courses lead to FAA certification and prepare graduates to become commercial pilots of single and multi-engine aircraft.

The joint program curriculum is designed to teach principles of aeronautics, navigation, flight control, communication systems, and regulations governing commercial aircraft operations. The projected date of implementation is August 2024.

# Table of Contents

6.2 Program Description.....	4
6.2.1. Program Objectives.....	4
6.2.2. Program Identification .....	5
6.2.3. Program Features.....	6
6.2.3.a. Admissions and Performance Standards .....	6
6.2.3.b. Program Requirements.....	9
6.2.4. Program Outcomes .....	24
6.2.5. Program Content.....	24
6.2.5.a. Content and Program Length.....	24
6.2.5.b. General Undergraduate Component.....	27
6.2.5.c. Minimum Requirements for Undergraduate Degrees.....	27
6.3. Program Need and Justification.....	27
6.3.1. Relationship to Institutional Goals/Objectives.....	27
6.3.2. Existing Programs.....	28
6.3.3. Program Planning and Development .....	28
6.3.4. Clientele and Need.....	29
6.3.5. Employment Opportunities.....	30
6.3.6. Program Impact .....	32
6.3.7. Cooperative Agreements.....	32
6.3.8. Alternatives to Program Development.....	32
6.4. Program Implementation and Projected Resources.....	32
6.4.1. Program Administration .....	33
6.4.2. Program Projections .....	33
6.4.3. Faculty Instructional Requirements.....	34
6.4.4. Library Resources and Instructional Materials.....	34
6.4.5. Support Service Requirements .....	35
6.4.6. Facilities Requirements.....	39
6.4.7. Operating Resource Requirements.....	40
6.4.8. Source of Operating Resources.....	41
6.5. Program Evaluation.....	41
6.5.1. Evaluation Procedures.....	41
6.5.2. Accreditation Status.....	41

## 133-11-6. Submission Requirements for New Program Proposals.

6.1. Once the institution has submitted a notice of intent to plan it may develop the program proposal, which must be approved by the institutional board of governors before submission to the Commission. The format of the proposal should follow the sequence of items as they appear on the following pages. Please respond to each item if only to indicate that it is not applicable. Information may be presented in narrative or in outline form or in a combination of the two. Supporting materials such as charts and tables may be included or attached.

### 6.2. Program Description

West Liberty University (WLU) and Marshall University (MU) shall offer the joint degree through a consortial arrangement in accordance with the requirements and approval of the Higher Learning Commission (HLC) and the West Virginia Higher Education Policy Commission (HEPC). HLC defines a Consortial Arrangement as the following : *“Consortial parties, by definition, are accredited by institutional accreditors whose scope of recognition, as defined by the U.S. Department of Education, specifically includes degree-granting institutions. The federal regulations do not require accrediting agencies to review and approve consortial arrangements as part of the agencies’ substantive change process.”* The purpose of this agreement is to establish a cooperative joint degree program that will utilize the WLU campus and the Ohio County Airport. WLU, along with MU will award a joint degree, Aviation Commercial Pilot: Fixed-Wing, BS. The diploma will indicate both institutions of higher education with WLU serving as the registrar, maintaining the official records of each student.

The joint Professional Pilot B.S. is designed to teach students the principles of aviation with a comprehensive education that meets industry standards and prepares them for successful careers in aviation. The program curriculum covers a wide range of topics in aeronautics, navigation, flight control, communication systems, and regulatory knowledge related to commercial aircraft operations. This comprehensive training ensures the graduates are well-prepared to navigate the complexities of piloting commercial aircraft. The program objectives align with industry needs, the potential for a strong ROI, and the broader career opportunities available to graduates.

6.2.1. Program Objectives: State the program objectives so that they can be related to the criteria in the evaluation plans (See Section 7). A table should be included in the proposal that defines each program objective and where that objective is taught and assessed within the program.

Program Objective	Course(s) Meeting Objective Criteria
Provide a high-quality flight training program that follows requirements outlined by the Federal Aviation Administration specified in 14 CFR Part 141.	AVSC 102, 200, 205, 210, 215, 220, 221, 231, 329, 330, 241, 340, 355, 310, 315, 335, 375, 320, 325, 345, 305, 405, 410, 450.

Provide future fixed-wing pilots a general education that will allow them to work for national or international aeronautics corporations.	AVSC 102, 200, 205, 210, 215, 220, 221, 231, 329, 330, 241, 340, 355, 310, 315, 335, 375, 320, 325, 345, 305, 405, 410, 450.
Provide students with the theoretical information that will allow them to understand the operation of aircraft and the technical skills to operate aircraft using advanced aeronautics technology.	AVSC 221, 231, 241, 340, 355, 315, 320, 325, 405, 410, 450.
Prepare students to be effective pilots and flight instructors.	AVSC 102, 200, 205, 210, 215, 220, 221, 231, 329, 330, 241, 340, 355, 310, 315, 335, 375, 320, 325, 345, 305, 405, 410, 450.

6.2.2. Program Identification: Each proposal shall include appropriate program identification as provided in the Classification of Instructional Programs (CIP) developed and published by the U.S. Department of Education Center for Education Statistics.

This program has been developed to be a joint program developed through a consortial agreement between WLU and MU.

Title: Airline/Commercial/Professional Pilot and Flight Crew.

49.0102 Details and Definition of CIP code titled: [Airline/Commercial/Professional Pilot and Flight Crew](#)

CIP Code 49.0102

Title: Airline/Commercial/Professional Pilot and Flight Crew.

Definition as per National Center for Educational Statistics: A program that prepares individuals to apply technical knowledge and skills to the flying and/or navigation of commercial passenger and cargo, agricultural, public service, corporate and rescue fixed wing aircraft. Includes instruction in principles of aircraft design and performance, aircraft flight systems and controls, flight crew operations and procedures, radio communications, navigation procedures and systems, airways safety and traffic regulations, and governmental rules and regulations pertaining to piloting aircraft. Programs may qualify individuals to sit for the FAA commercial and airline aircrew examinations.

6.2.3. Program Features: Summarize the important features of the program and include a full catalog description.

Operating as a secondary site the mission of the WLU Aviation Program is to provide exceptional training to ensure the actualization of the next generation commercial pilot in meeting the growing demands in the aviation industry. The Commercial Pilot degree prepares graduates to become Federal Aviation Administration (FAA) certified fixed-wing commercial and instructor pilots. Provide a high-

quality flight training program that follows requirements outlined by the Federal Aviation Administration specified in 14 CFR Part 141. Provide future fixed-wing pilots a general education that will allow them to work for national or international aeronautics corporations. The program will provide students with theoretical information that will allow them to understand the operation of aircraft and the technical skills to operate aircraft using advanced aeronautics technology. Prepare students to be effective pilots and flight instructors.

6.2.3.a. Admissions and Performance Standards: Describe admissions and performance standards and their relationship to the program objective.

The General Education Program promotes student success by providing undergraduates with the knowledge and skills needed to become successful graduates, critical thinkers, and lifelong learners. While all programs have their own objectives, the General Education Program represents the core foundation upon which all academic programs and the following Student Development Outcomes are built. (General Education requirements for students who have already earned a bachelor's degree from a regionally accredited institution of higher education are considered to be completed.)

Upon completion of the General Education Program at WLU, students will communicate with clarity, coherence, and persuasiveness. They will have the ability to apply appropriate concepts and methods to analyze, evaluate, and interpret information or texts, implementing suitable strategies to solve problems or relate analyses as appropriate. The WLU graduate will gain the tools to reflect objectively on the human condition through investigation, appreciation, and evaluation of the products, perceptions, expressions, and interrelationships of various cultures.

### **WLU Admission Requirements**

To be eligible for admission, students must either graduate with a cumulative grade point average of at least 2.0 and have a composite standard score of at least 18 on the ACT (or a minimum combined ERW and Math score of 950 on the new SAT taken after March 1, 2016. SAT tests taken prior to that date will be converted from the old test to the new SAT) or a cumulative high school grade point average of at least 3.0 regardless of the ACT composite score.

Also, the following high school units must be completed:

Years	Subjects
4	English
3	Social Science (including U.S. History)
4	Math (3 units must be Algebra I and higher)
3	Science (all units must be laboratory science)
1	Arts
2	Foreign Language (2 units of the same foreign language)

The college application requirements of West Liberty University are in accordance with the Undergraduate Institutional Policies of the Higher Education Policy Commission.

### **Application Fee**

No undergraduate application fee is required.

### **Immunization Requirement**

Students must show proof of Measles, Mumps, and Rubella (MMR) vaccination by uploading the record to your Student Health Portal. For more information, students can visit the Student Health Services on the web.

### **Transfer Clearance Form**

The Transfer Clearance Form is required of all students transferring from another institution and is necessary in order to register for classes.

### **Criminal Background Check**

As part of the admission process at West Liberty University, applicants are asked to disclose if they have a criminal record. This information may be used in determining final acceptance to West Liberty University.

Generally, only felonies or violent crimes committed in the five years prior to application will be considered. However, this does not preclude the University from considering other crimes or crimes committed longer than five years ago in the admissions decision.

If an applicant has been denied admission due to a crime conviction, he/she will be notified and will have the option to appeal this decision to the Admissions & Credits Committee.

### **Residency Classification**

Students enrolling in a West Virginia public institution of higher education shall be assigned a residency status for admission, tuition, and fee purposes by the institutional officer designated by the president. In determining residency classification, the issue is essentially one of domicile. In general, the domicile of a person is that person's true, fixed, permanent home and place of habitation. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verification, or other evidence as is deemed necessary to establish the domicile of a student. The burden of establishing domicile for admission, tuition, and fee purposes is upon the student.

### **Admission Requirements to the WLU Aviation Program:**

#### ***All Flight Students***

For initial consideration, all applicants must meet WLU general freshman or transfer admission requirements. Admission to the Bachelor of Science program in Commercial Pilot - Fixed Wing will be selective each year, depending on both the number of applications received and the capacity to enroll new students. Not all applicants who qualify for general admission to the university will be admissible to this program. As required by FAA regulations, and determined by the WLU Aviation Program, students must speak, read, write and understand English. Prior To commence flight training, non-U.S. citizens must complete all Transportation Security Administration (TSA) background checks and appropriate approvals. WLU requires that all flight students have at least a Second Class Medical when starting the flight program. However, we recommend students get a First Class Medical prior to flight training to make sure they do not have any medical conditions that could disqualify them from flying with airlines.

Medicals must be done by a Federal Aviation Administration (FAA) Aviation Medical Examiner (AME). Prospective students will find AMEs by location using the resource at <https://designee.faa.gov/#/designeeLocator>.



Upon admission to the program and before beginning AVSC coursework, students who do not have at least a Private Pilot certification must apply for and receive a Student Pilot certificate. See [https://www.faa.gov/pilots/become/student\\_cert/](https://www.faa.gov/pilots/become/student_cert/) for details. Contact the WLU Aviation Program if you have questions.

**Transfer Policy: Transfer Student / Intercollege (non-freshman/non first time college students)**

Transfer students must have a minimum cumulative GPA of 2.25 or Chief Instructor approval. Students who hold one or more FAA pilot certificates will not need to repeat required courses for these certifications but must discuss their specific situations with the Chief Instructor before enrolling. Students allowed to enroll with previous FAA pilot certifications, however, must complete AVSC 105 Transition Lab, a course designed to train students to operate the Cirrus SR20. Successful completion requires students to pass the knowledge and practical test requirements of the FAA certification standards at a level commensurate with the pilot certification held while operating the Cirrus SR20 aircraft. Students with previous FAA pilot certifications must successfully complete AVSC 105 before proceeding with further flight courses. Transfer students who completed college-level courses from a regionally accredited institution of higher education may receive credit for those courses. Please review the Admissions section in the Undergraduate Catalog for more information regarding the university's transfer policies.

**Progression Requirements within the WLU Aviation Program:**

Flight students are expected to complete each flight course in one semester. However, with permission, students experiencing extensive uncontrollable situations, such as weather, may complete the course the following semester with permission. Any student failing to complete the course requirements in that following semester may be dismissed from the program due to lack of progress. Students must maintain a minimum of a C or better in all courses required for the major. AVSC ground schools (AVSC 200, AVSC 215, and AVSC 329) also require an 80% minimum score for all exams.

**Graduation/ Other Requirements:**

The Commercial Pilot - Fixed Wing, B.S. degree requires a minimum of 120 hours for graduation. Students planning to apply for student instructor positions at the WLU Aviation Program are required to take AVSC 305 CFII Lab, AVSC 335 Course AVSC 335, AVSC 345 Course AVSC 345, and AVSC 375. See advisor and Co-Instructor.

**6.2.3.b. Program Requirements:** Describe course requirements (indicating new courses with asterisks), majors and specializations, credit-hour requirements, research-tool requirements, 133CSR11 5 examination procedures and requirements for a research paper, thesis, or dissertation. Also include field work or similar requirements and any other information that helps to describe the program of study.

The students enrolled in the program will complete courses at West Liberty University. Both WLU and MU agree to mutually add the required courses into their course inventory in the catalog. Students earning the Commercial Pilot: Fixed-Wing, BS degree from West Liberty University will receive course credit for an equivalent Marshall University course. The Aviation Sciences (AVSC) courses will be taught by Marshall University faculty and one co-director faculty member on the WLU campus. The Aviation Science courses have been approved by

Marshall University and processed through the rigor of the policies set forth by their institution. The general education courses at WLU are the current approved courses. It is to be noted that all courses required for the completion of the Commercial Pilot: Fixed-Wing, BS degree are not new courses at either institution.

## AVIATION SCIENCES (AVSC)

**AVSC 102** Flight School Orientation 3 Credit hours

An orientation course for students enrolled in the flight school. Topics to include pilot training regulations and procedures, safety and security, federal aviation organizations, and career opportunities. Grade Mode: Normal Grading Mode

**AVSC 105** Transition Lab 1 Credit hour Students admitted to the program who hold FAA certifications will learn the operation of Marshall's aircraft at a level commensurate with his or her FAA certification. Grade Mode: Credit/No Credit Grade Only

**AVSC 200** Private Pilot Ground School 4 Credit hours

An introductory overview of aviation fundamentals as required by the Federal Aviation Administration regulations for students pursuing a Private Pilot certificate. Pre-req: AVSC 205 (may be taken concurrently) with a minimum grade of D. Concurrent PR: AVSC 205  
Grade Mode: Normal Grading Mode

**AVSC 205** Solo Flight Lab 1 Credit hour

A course designed to prepare students for a pilot's first solo flight.  
Pre-req: AVSC 200 (may be taken concurrently) with a minimum grade of D. Concurrent PR: AVSC 200  
Grade Mode: Normal Grading Mode

**AVSC 210** Private Pilot Cert ASEL Lab 2 Credit hours

A course designed to prepare students to pass the Federal Aviation Administration Private Pilot Practical Exam: ASEL Pre-req: AVSC 200 with a minimum grade of D and AVSC 205 with a minimum grade of D. Grade Mode: Normal Grading Mode

**AVSC 215** Instrument Ground School 3 Credit hours

A course designed to teach pilots to fly an airplane using only instruments as required by Federal Aviation Administration regulations for the Instrument Flight Rules rating. Pre-req: AVSC 205 (may be taken concurrently) with a minimum grade of D or AVSC 210 (may be taken concurrently) with a minimum grade of D. Concurrent PR: AVSC 205 or AVSC 210 Grade Mode: Normal Grading Mode

**AVSC 220** Instrument Certification Lab 3 Credit hours

A course designed to prepare students to pass the Federal Aviation Administration Instrument Practical Exam. Pre-req: AVSC 210 with a minimum grade of D and AVSC 215 with a minimum grade of D.  
Grade Mode: Normal Grading Mode

**AVSC 221** Flight Management Systems 3 Credit hours

This course familiarizes students with popular flight management systems in use in aircraft today and introduces flight management systems that may still be in various stages of development. Grade Mode: Normal Grading Mode

**AVSC 231** Aviation Law and Regulations 3 Credit hours

This course familiarizes students with the Federal Aviation Regulation, certification standards, air transportation operational oversight and law governing commercial aviation.  
Grade Mode: Normal Grading Mode

**AVSC 241** AV Safety and Human Factors 3 Credit hours  
This course familiarizes students with the Federal Aviation Regulations, aircraft certification, all weather operations, and the impacts of stress in aviation. Grade Mode: Normal Grading Mode

**AVSC 250** Commercial Phase II AMEL Lab 3 Credit hours  
A course designed to prepare students to pass the Federal Aviation Administration Commercial Pilot Practical Exam for multi-engine airplanes. Pre-req: AVSC 235 (may be taken concurrently) with a minimum grade of D and (AVSC 225 with a minimum grade of D or AVSC 230 with a minimum grade of D). Concurrent PR: AVSC 235. Grade Mode: Normal Grading Mode

**AVSC 255** Initial CFI AMEL Lab 3 Credit hours  
A course designed to train students to become Federal Aviation Administration certified flight instructors required of a Private and Commercial Pilot. Pre-req: AVSC 235 with a minimum grade of D and (AVSC 240 with a minimum grade of D or AVSC 275 with a minimum grade of D). Grade Mode: Normal Grading Mode

**AVSC 260** ASEL Private Add-On Lab 1 Credit hour  
Designed to prepare pilots to complete the Federal Aviation Administration's ASEL practical exam. Pre-req: AVSC 204 with a minimum grade of D. Grade Mode: Normal Grading Mode

**AVSC 265** AMEL Private Add-On Lab 1 Credit hour  
Designed to prepare pilots to complete the Federal Aviation Administration's AMEL private practical exam. Pre-req: AVSC 204 with a minimum grade of D or AVSC 260 with a minimum grade of D. Grade Mode: Normal Grading Mode

**AVSC 270** Commercial ASEL Add-On Lab 1 Credit hour  
Designed to prepare pilots to complete the Federal Aviation Administration's Commercial Pilot ASEL Practical Add-On Exam. Pre-req: AVSC 220 with a minimum grade of D or AVSC 250 with a minimum grade of D. Grade Mode: Normal Grading Mode

**AVSC 290** CFI ASEL Add On Lab 1 Credit hour  
Designed to prepare pilots to complete the Federal Aviation Administration's Certified Flight Instructor Add-On Practical Exam. Pre-req: AVSC 255 with a minimum grade of D. Grade Mode: Normal Grading Mode

**AVSC 295** CFI AMEL Add-On Lab 1 Credit hour  
Designed to prepare pilots to complete the Federal Aviation Administrations AMEL Certified Flight Instructor Add-On Practical Exam. Pre-req: AVSC 245 with a minimum grade of D. Grade Mode: Normal Grading Mode

**AVSC 300** Tailwheel Transition Lab 1 Credit hour  
Designed to prepare pilots to earn a tail-wheel endorsement from the Federal Aviation Administration. Pre-req: AVSC 210 with a minimum grade of D or AVSC 260 with a minimum grade of D. Grade Mode: Normal Grading Mode

- AVSC 305** CFII Lab 1 Credit hour  
 Designed to prepare pilots to pass the FAA Certified Flight Instructor Instrument Practical Exam.  
 Pre-req: AVSC 245 with a minimum grade of D or AVSC 280 with a minimum grade of D.  
 Grade Mode: Normal Grading Mode
- AVSC 310** Aircraft Sys and Powerplants 3 Credit hours  
 This course familiarizes students with the Federal Aviation Regulations relating to aircraft certification of systems and the various power plants for fixed wing aircraft. Grade Mode: Normal Grading Mode
- AVSC 315** Airport Operations and Mgmt 3 Credit hours  
 This course familiarizes students with the Federal Aviation Regulations relating to certification of airport systems and examines the policies and procedures for the Airport Improvement Plan (AIP). Grade Mode: Normal Grading Mode
- AVSC 320** Flight Phys and Human Factors 3 Credit hours  
 This course familiarizes students with the Federal Aviation Regulations relating to flight physiology, oxygen systems, and human factors impacting pilot flight operations. Grade Mode: Normal Grading Mode
- AVSC 325** Ntnl Airspace Sys and NextGen 3 Credit hours  
 An overview of the US National Airspace System and an in-depth analysis of the methods and procedures used in controlling air traffic. Grade Mode: Normal Grading Mode
- AVSC 329** Commercial Ground School 3 Credit hours  
 A study of commercial flight fundamentals as required by Federal Aviation Administration regulations for students pursuing a Commercial Pilot certificate.  
 Pre-req: AVSC 210 with a minimum grade of D and AVSC 215 with a minimum grade of D.  
 Grade Mode: Normal Grading Mode
- AVSC 330** Commercial Phase I Lab 3 Credit hours  
 A continued review of topics required for flying an airplane in VFR & IFR environments during day and night cross-country flights, and development of Pilot and Command decision-making skills. Pre-req: AVSC 220 with a minimum grade of D and AVSC 226 with a minimum grade of D. Grade Mode: Normal Grading Mode
- AVSC 335** CFI Ground School 3 Credit hours  
 Review the instruction fundamentals required by the FAA for pilots pursuing a Certified Flight Instructor rating. Pre-req: AVSC 325 with a minimum grade of D. Grade Mode: Normal Grading Mode
- AVSC 340** Commercial Phase II ASEL Lab 3 Credit hours  
 A course designed to prepare students to pass the Federal Aviation Administration ASEL Commercial Practical Exam. Pre-req: AVSC 335 with a minimum grade of D. Grade Mode: Normal Grading Mode
- AVSC 345** Initial CFI ASEL Lab 3 Credit hours

A course designed to train to become Federal Aviation Administration certified flight instructors. Pre-req: AVSC 340 with a minimum grade of D. Grade Mode: Normal Grading Mode

**AVSC 355 Aviation Weather** 3 Credit hours

A study of atmospheric conditions on aeronautic operations. Topics include atmospheric properties, aviation hazards including thunderstorms, wind shear, turbulence, icing, and weather flight resources. Pre-req: PHYS 400 with a minimum grade of D. Grade Mode: Normal Grading Mode

**AVSC 375 Commercial AMEL Add-On Lab** 1 Credit hour

Designed to prepare pilots to complete the Federal Aviation Administration's Instrument Practical exam and Commercial Pilot Add-On Practical exam for multi-engine airplanes. Pre-req: AVSC 210 with a minimum grade of D or AVSC 260 with a minimum grade of D. Grade Mode: Normal Grading Mode

**AVSC 405 Bison image Business Aviation** 3 Credit hours

This capstone is a study of business aviation operations, management, and finance to include corporate, fractional, charter, Fixed Base Operator (FBO), and various aviation business models. Attributes: Capstone Course Grade Mode: Normal Grading Mode

**AVSC 410 Air Transportation Operations** 3 Credit hours An overview of the airline industry and an in-depth analysis of key management functions within an airline. Grade Mode: Normal Grading Mode

**AVSC 450 Crew Resource Management** 3 Credit hours

Within this capstone course, students will examine the principles of proper crew collaboration that reduce the risk of accidents caused by human behavior. Pre-req: AVSC 200 with a minimum grade of D or AVSC 210 with a minimum grade of D or AVSC 215 with a minimum grade of D or AVSC 220 with a minimum grade of D or AVSC 225 with a minimum grade of D or AVSC 230 with a minimum grade of D or AVSC 235 with a minimum grade of D or AVSC 240 with a minimum grade of D or AVSC 245 with a minimum grade of D or AVSC 250 with a minimum grade of D or AVSC 255 with a minimum grade of D or AVSC 260 with a minimum grade of D or AVSC 265 with a minimum grade of D or AVSC 270 with a minimum grade of D or AVSC 275 with a minimum grade of D or AVSC 290 with a minimum grade of D or AVSC 295 with a minimum grade of D. Grade Mode: Normal Grading Mode

**AVSC 495 Internship in Aviation Ops** 3 Credit hours

Students will participate in an internship as coordinated with their assigned advisor. The internship allows students to apply those flight instruction and classroom instruction skill sets appropriate to the respective internship. Grade Mode: Normal Grading Mode

## General Education Requirements

The General Education Program promotes student success by providing undergraduates with the knowledge and skills needed to become successful graduates, critical thinkers, and lifelong learners. While all programs have their own objectives, the General Education Program represents the core foundation upon which all academic programs and the following student learning outcomes are built. (General Education requirements for students who have already earned a bachelor's degree from a regionally accredited institution of higher education are considered to be completed.)

## Composition

Take ENG 101 (3-4 hours) and ENG 102 (3 hours), or take ENG 103 (3 hours)

<b>ENG 101</b>	College Composition I: Focuses on the fundamentals of expository writing and emphasizes various rhetorical strategies, such as definition, comparison/contrast, and others. This course will also introduce proper quotation, paraphrase, and summary of sources, and will review basic grammatical and mechanical skills. Prerequisite: ACT English 18, SAT Verbal 510, or 3.0 High School GPA.	3-4
	Students not meeting at least one of the prerequisites will be required to take a 4-credit-hour section of this course which includes one hour of weekly supplemental instruction	
	And	
<b>ENG 102</b>	College Composition II: A continuation of ENG 101 and emphasizes persuasion, argumentation, and researched writing. Students will undertake a researched writing project involving several process drafts, which conclude in a well-documented academic essay.	3
	Or	
<b>ENG 103</b>	Accelerated College Composition: Accelerated three-credit hour composition course for students who have already demonstrated a high level of writing proficiency. After an introduction to the fundamentals of college-level writing; special emphasis will be given to persuasion; argumentation; and research.	3
<b>Total Credit Hours:</b>		<b>3-7</b>

### Oral Communication

<b>COM 101</b>	Fundamentals of Oral Communications: A practical course in interpersonal communication including elementary phases of oral language training, short speeches, articulation, and pronunciation. Emphasis is on effective communication. A minimum grade of "C" is required for graduation	3
----------------	--	---

### Quantitative Reasoning

Choose one of the following:

<b>MATH 102</b>	Nature of Mathematics: A course using mathematics to expose the underlying structure of problems from common experience. Topics include linear, exponential, and logarithmic functions as they apply to real world situations. Additional topics per interest of faculty and students may include: Logic, annuities and amortization, probability, graph theory voting theory, geometry, and methods of apportionment.	3 or 5
<b>MATH 130</b>	College Algebra with Applications: A study of college-level algebra. Topics include the graphs and properties of linear, polynomial, rational, exponential, and logarithmic functions, along with their associated equations and inequalities. Emphasis is placed on applying these topics to various contexts.	4 or 5

<b>MATH 140</b>	College Algebra: A course intended to prepare students for Pre-Calculus or future courses requiring algebra. Topics include an in-depth study of algebraic techniques and their applications, including: Exponents & Radicals, Polynomials & Factoring, The Cartesian Plane, Functions & their Graphs, Combinations & Inverse Functions, Complex Numbers, Algebraically & Graphically Solving Quadratic, Higher Order Polynomial, Radical, Rational, Exponential, and Absolute Value Equations & Inequalities, Zeros of Functions, The Fundamental Theorem of Algebra, Rational Functions & their Graphs. Students not meeting the prerequisite will be required to take a 5 credit hour section of the course which includes 2 hours of weekly recitation	4-5
<b>MATH 145</b>	Pre-Calculus: A thorough study of the essential algebraic and transcendental functions. Topics include graphs, major properties, behavior, and applications of polynomial, rational, exponential, logarithmic, trigonometric, and inverse trigonometric functions; algebraic and graphical solutions of equations and inequalities involving these functions; modeling real-world phenomena with these functions; trigonometric identities and relationships; triangle solving.	4
<b>MATH 160</b>	Introduction to Statistics: An introduction to sampling techniques, descriptive statistics, elementary probability theory, random variables, the binomial and normal distributions, sampling distributions, and statistical inference. Emphasis on using appropriate technology to perform statistical calculations and generate statistical plots. Students not meeting the ACT/SAT requirement will be required to take a 5-credit hour section of this course which includes 2 hours of weekly recitation.	3 or 5
<b>MATH 210</b>	Calculus & Analytic Geometry I: First of three semesters in a Calculus sequence. Topics include limits, derivatives; rules of differentiation; applications of derivatives; Riemann sums; basic antiderivatives; and the Fundamental Theorem of Calculus.	4



## Scientific Reasoning

### Choose 4 hours from the following:

<b>BIO 105</b>	Life Science for Non-majors: A survey course designed for the non-science major. Major emphasis on basic biological concepts such as characteristics of life, mitosis, meiosis, cells and genetics; the higher plants (angiosperms), and the human organ systems.	3
<b>BIO 106</b>	Life Science for Non-majors Lab: Designed to expose the non-science major to laboratory techniques and methodologies. Emphasis will be placed on gathering laboratory data, basic biological concepts, higher plants, and the major human systems. One two-hour laboratory per week.	1

<b>BIO 124</b>	Biological Principles: Foundation course for most of the advanced courses in biology. Topics include, but are not limited to, characteristics of life, fundamental chemistry principles, macromolecules and their biochemistry, enzymes and energetics, metabolism, photosynthesis, cell structure/function, transport mechanisms, cell replication (mitosis and meiosis), Mendelian genetics, DNA replication, transcription, and translation. Primarily for majors and minors in biology, majors in biology or chemistry teacher education, students in pre-professional majors, and students in the health science professions. Three hours of lecture per week.	3
<b>BIO 125</b>	Biological Principles Lab: Emphasizes concepts and principles of biology through problem solving activities and experiments. One two-hour laboratory per week.	1

<b>BIO 140</b>	Life Science I for Elementary Teachers: This is a lecture course dealing with the life science content found within the elementary school curriculum. Topics include the structures and function of living systems, reproduction, and heredity. Three hours of lecture per week. Open only to Elementary Education K-6 students.	3
<b>CHEM 100</b>	Foundations of Chemistry: Three lectures per week; a general chemistry survey course designed to meet the needs of students in Dental Hygiene and Nursing; includes a review of fundamental concepts, the atomic theory and chemical bonding, states of matter, solutions, ionization theories, organic chemistry, and fundamental biochemistry.	3
<b>CHEM 101</b>	Foundations of Chemistry Lab: One two-hour session per week must be taken in conjunction with <b>CHEM 100</b> .	1
<b>CHEM 110</b>	General Chemistry I: Three lectures per week on the fundamentals of chemical theory.	3
<b>CHEM 111</b>	General Chemistry I Lab: One three-hour session per week. Metric system, S.I. units, stoichiometry, gasses, liquids, solids, solution concentration, molecular mass, thermochemistry, qualitative and quantitative analysis.	1
<b>PHYS 101</b>	Elementary Physics I: A non-calculus survey of basic concepts in the areas of mechanics, wave motion and thermodynamics including motion in one and two dimensions, types of forces, torques, work, forms of energy, power, conservation laws, heat, calorimetry, laws of thermodynamics, longitudinal and transverse waves, interference of waves, fluids and pressure.	3
<b>PHYS 110</b>	Elementary Physics Lab I: An introduction to experimentation, the use of the personal computer in the laboratory, the analysis of data by means of graphical analysis, the use of the World Wide Web.	1
<b>PHYS 140</b>	Physical Science I for Elementary Teachers: Lecture course dealing with the physical science content found within the elementary school curriculum, especially: compounds, mixtures, solutions, physical and chemical states, phase changes, density, buoyancy, energy, forces and motion. Science education topics will also be covered. Three hours of lecture per week. This course is to be taken prior to <b>PHYS 340</b> . Open only to elementary education students.	3
<b>PHYS 190</b>	The Physical World: An introduction to the fundamental principles of astronomy, chemistry, geology, and physics. This course is designed for students who have very limited or no science or mathematics background.	3

<b>PHYS 191</b>	The Physical World Lab: A series of laboratory experiences in the areas of astronomy, chemistry, geology, and physics designed to complement the topics covered in <b>PHYS 190</b> .	1
<b>PHYS 345</b>	Earth and Space Science: Lecture course in astronomy and geology topics. Course covers earth-space sciences, especially: historical geology, earth materials, earth structures, and physical processes which shape the earth, the solar system, stellar evolution, structures in the universe, telescopes, modern astronomy, and motions. Three hours of lecture per week. Some student's major/minor may require them to complete the lab (Phys 346) concurrently.	4
<b>PHYS 346</b>	Earth and Space Science Lab: Laboratory course in astronomy and geology topics. Course covers earth-space sciences topics that complement Phys 345. Two hours of laboratory per week. Some student's major/minor may require them to complete both the lecture <b>PHYS 345</b> and the lab, and it is best if they are taken concurrently. This lab has mandatory night observations.	1

### Applied Reasoning

Choose 3 hours from the following:

<b>COM 203</b>	Argumentation-Debate: Principles of argumentation evidence, reasoning, and their application to debating.	3
<b>ECON 103</b>	Principles of Microeconomics: An introduction to economics in general and microeconomics in particular. Topics include: demand and supply analysis; consumer behavior; price and output determination of the firm and industry under a variety of market conditions; and government intervention and regulation.	3
<b>FIN 131</b>	Financial Literacy: Introduces students to concepts, tools and applications of personal finance and financial planning. The emphasis is on a practical life-cycle approach to financial planning. Topics covered include personal financial statements and budgets, liquidity and credit management, tax planning and strategies, purchasing decisions,	3

	insurance protection, investing, asset management, retirement and estate planning, and the time value of money. This course is open to all students University wide.	
<b>LING 150</b>	Introduction to Linguistics: Introduction to Linguistics.	3
<b>PHIL 210</b>	Logic & Critical Thinking: Recognition of the logical grammar of statements and arguments in order to penetrate the logical structures embedded in written and spoken discourse. The purpose of this course is to develop skills in reading comprehension, composition, oral discourse, and problem-solving.	3
<b>PSYC 101</b>	Introduction to Psychology: Basic principles essential for a scientific investigation of human behavior.	3

### History

Choose 3 hours from the following:

<b>HIST 103</b>	History of Civilization I: Traces the evolution of human civilization from earliest times to 1500.	3
<b>HIST 104</b>	History of Civilization II: Continuation of History 103; development of the modern world since 1500.	3

<b>HIST 210</b>	History of U.S. I to 1876: Survey from colonial days through the Civil War; origins and development of national institutions.	3
<b>HIST 211</b>	History of U.S. II since 1876: Continuation of History 210; History of U.S. to 1865 Survey from Reconstruction to the present. An overview of the principal developments, issues, themes, and personalities in United States history from the Reconstruction to the modern era. Topics may include industrialization and urbanization: The Progressive, Women's and Civil Rights Movements: WW I, WW II, the Cold War.	3

### Literature

**Choose 3 hours from the following:**

<b>ENG 202</b>	Explorations in Literature: This course introduces students to the cultural, historical, and social significance of literature. Each section of the course is organized around a theme determined by the instructor. As such, themes, topics, and readings will vary from section to section. Students will learn to appreciate, analyze, and interpret literature in new ways as they explore the theme of the course.	3
<b>ENG 204</b>	British Literature through the 18th Century: A study of representative literature from the Old English period through the eighteenth century; emphasis on types, movements, and major figures.	3
<b>ENG 205</b>	American Literature before the Civil War: American writers from Colonial days to 1860 with emphasis upon the Romanticists, some reference to world influence.	3
<b>ENG 214</b>	British Literature after the 18th Century: A survey of English writers from the Romantic period through the twentieth century; emphasis on types, movements, and major figures	3
<b>ENG 215</b>	American Literature after the Civil War: A survey of American literature from the Civil War to the present, focusing upon the rise of realism, naturalism, primitivism and other intellectual, sociological, political and historical trends.	3

### Fine Arts

**Choose 3 hours from the following:**

<b>ART 100</b>	Fundamentals of Art: An introductory course for elementary education majors; the exploration of the relationship between visual elements and aesthetic experience with an introduction to art history	3
<b>ART 140</b>	Art Appreciation: An introductory survey course in the visual arts emphasizing the development of perceptual and conceptual awareness through an investigation of the nature of art. Significant artists and artworks from western and non-western cultures throughout history are studied to form the basis for a life-long appreciation of the visual arts. Attendance at local and/or regional art exhibitions and museums is required. Meets three times per week.	3
<b>ART 341</b>	History of Art I: The history and development of art of Western civilizations from the prehistory period to the end of the Renaissance period	3
<b>ART 342</b>	History of Art II: The history and the development of art of Western civilizations from 1600 to present.	3
<b>ART 343</b>	Survey of Nonwestern Art: Historically based survey of the art and artists of non-Western cultures, including Japan, China, India, Central and South America. Overview of ethnographic art and artists of African, Pacific Island, and Native North American Tribal cultures. Introduction to the concept and practice of "Folk Art" in selected areas of the world.	3
<b>MUS 130</b>	Music Appreciation: An introductory course in music featuring significant musical compositions of various styles and musical periods. Composers of note in Western music from the Baroque, Classical, Romantic and the 20th century will be studied as a basis for intelligent listening habits for life-long appreciation. Additional study in global music will be presented for a more multicultural view of the art of music and its place in man's culture in the world today. Assigned listening and concert attendance. Meets three times per week.	3
<b>MUS 132</b>	Jazz Appreciation: An introductory course in music that explores the history and tradition of American jazz music. Areas of focus in this listening-based course include the characteristics of jazz music, significant jazz performers and significant jazz compositions. Special attention will be paid to the African American and Creole roots of jazz to present a multicultural viewpoint of the art form.	3
<b>MUS 133</b>	Rock Appreciation: An introductory course in music that traces the origins and history of rock music, from blues to modern day styles. This course will explore the musical and cultural impact that rock has had on society. Emphasis on listening will be used to acquire an understanding of the various styles and musical influences on rock music. The study of early blues and rock & roll from the 1950's will highlight the multicultural aspect of rock's beginnings.	3

<b>MUS 134</b>	Music in World Cultures: An introductory course in music that investigates music and culture. We will explore music from various traditional, popular and classical music-cultures from around the world. The course will study music in the human context, examining different social functions such as entertainment, dance, religious worship, funerals, festivals, education and storytelling. This course seeks to understand and appreciate the universal elements of music while developing the ability to recognize and identify unique aspects from different regions of the world.	3
<b>MUS 351</b>	Music Skills & Methods for Elementary Teachers: A review of music fundamentals and the development of competencies for early education and elementary education majors in the procedures and methodology of integrating music in the general classroom.	3
<b>THE 100</b>	Theater Appreciation: A lecture course examining theater from the perspective of the audience, dealing with theater in performance, theater in everyday life, theater and society, the role of the theater artists and theatrical space, and discussion of essential theatrical styles and dramatic genres and structures.	3
<b>THE 300</b>	History of the Theatre I: A study of the development of theater history from antiquity through the English Renaissance, including a section on non-Western theatre traditions. Emphasis is placed on the examination of theatre as a cultural, social, political, and religious barometer of the times. Representative plays, practitioners, and practices will be examined.	3

## Humanities and Languages

Choose 3 hours from the following:

<b>PHIL 201</b>	Introduction to Philosophy: Philosophical examination of contemporary issues such as human nature, language and thought, human freedom, moral standards, social change, ecology and science, belief in God	3
<b>PHIL 205</b>	Introduction to Ethics: An inquiry into the major concepts, problems, and arguments of moral philosophy. Topics include the objectivity or subjectivity of moral truths, altruism and self-interest, theories of right and wrong, and the nature of the good life.	3
<b>REL 250</b>	Religions of the World: Founders, teachings, ethics, literature, divisions, contemporary trends in Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shinto, Zoroastrianism, Judaism, Christianity, Islam, and indigenous religions.	3
<b>REL 335</b>	Religions of America: An introduction to the history, themes, and issues in American religion from the pre-colonial period to the present. The principal religious traditions and movements that have shaped American culture are examined, including Native American and African American traditions. Protestantism, Catholicism, and Judaism. Newer religious movements along with non-Christian groups and the religious traditions of immigrants and ethnic populations, are also studied.	3
<b>SPA 252</b>	Sign Language I: Introduction to American Sign Language (ASL) includes a brief history of its development, grammatical principles and vocabulary rules. Vocabulary, fingerspelling, and sentence structure is introduced.	3
	Any FREN	3



	Any SPAN	3
--	----------	---

**Social Sciences**

**Choose 6 hours from two of the following groups:**

**Group I**

<b>GEO 205</b>	Introduction to Geography: World distribution of the various elements of the natural environment and humanity's adjustment to this distribution; resultant changes in cultures, politics and economics.	3
<b>GEO 206</b>	World Regional Geography: A survey of world geographical regions to include: economic development; people and resources; physical environments; and cultural patterns.	3

**Group II**

<b>POLS 101</b>	Basic Concepts in Politics & Government: This course will provide a conceptual and experiential introduction to politics utilizing lectures, small group discussions and simulations.	3
<b>POLS 201</b>	American Government: Historical background of the American government; the Constitution; political processes; structure and procedures of government	3
<b>POLS 202</b>	American State & Local Government: The interrelationship of national, state, and local governments; problems and functions of the modern state; revision, reapportionment, and finance	3

**Group III**

<b>SOC 150</b>	Introduction to Sociology: Introduction to the scientific study of society, its social organization, institutions, and culture, and their effects on our lives.	3
<b>SWK 201</b>	Ethnicity, Diversity & Cultural Awareness: This course focuses on ethnic and cultural diversity. The purpose of this course is to increase students' awareness to the numerous and various multicultural groups and components that create the fabric of our country. There is an examination of the various ethnic groups which came to America, their histories, and their influence of culture on human behavior.	3

6.2.4. Program Outcomes: Indicate the expected results of the program and, if this is a proposal for an expanded or modified program, specify how the proposed change may achieve results different from those produced by the current program.

The expected results of the proposed program are as follows:

Student learning outcomes for the B.S. in Commercial Pilot - Fixed Wing:

1. Students will complete an FAA-approved course of study and demonstrate that they can operate technically advanced aircraft under a range of flight conditions.
2. Students will demonstrate the ability to communicate effectively and work collaboratively in diverse and demanding environments.
3. Students will demonstrate the ability to engage in continual professional development related to skills as pilots and professionals working in commercial aviation settings.
4. Students will demonstrate the application of skills and perspectives.
5. The Registrar of WLU shall maintain the official records of each student and issue grades and other records in accordance with the consortium agreement.
6. The students enrolled in the WLU/MU program will receive a joint B.S. in Commercial Pilot - Fixed Wing degree; both WLU and MU's names will appear on the diploma.
7. Students enrolled in the WLU/MU College Aviation program will receive the same level of student support services available to the other students to include: library services, academic advising, and use of on-campus facilities.
8. The program will be open to all applicants who meet the admission criteria established by WLU/MU.

6.2.5. Program Content. The proposed educational programs shall be compatible with the institutional mission. The relationship shall be described in documents provided to the Commission.

In alignment with West Liberty University's Mission statement, West Liberty is committed to providing students with a comprehensive education providing students with the instruction and skills needed for a career in aviation. The Bachelor of Science in Aviation Commercial Pilot: Fixed-Wing serves the region's need for commercial pilots. West Liberty's Vision Statement indicates that WLU aspires to become a model of innovative, inclusive, and transformative education accessible to all that positively impacts society. The model of a joint degree supports the desire to provide the best educational opportunities for all students.

6.2.5.a. The content and length of the proposed academic program shall follow practices common to institutions of higher education. The commonly accepted program length is: 120 semester credits for bachelor's degrees, 30 semester credits beyond the bachelor's degree for master's degrees, 30 semester credits beyond the master's degree for doctorates.

The purpose of this Four Year Plan is to illustrate how general education requirements, program requirements, and any recommended elective or minor courses fit within a 4-year time frame. It also takes into account the order of prerequisites. It is designed primarily as a tool to assist you in timely graduation. To support students including transfer students. The program consists of a minimum 120 credits hours for the baccalaureate degree, including a minimum of 40 credit hours at the 300/400 level.

## **4 Year Plan WLU Aviation Program**

**BACHELOR OF SCIENCE IN AVIATION****Commercial Pilot: Fixed-Wing, B.S.****2024-25 ACADEMIC YEAR**

First Year - Freshman			
FIRST SEMESTER - Fall			
AVSC	102	Flight School Orientation	3
AVSC	200	Private Pilot Ground School	4
AVSC	205	Solo Flight Lab	1
AVSC	210	Private Pilot Cert ASEL Lab	2
ENG	101	ENG Composition Gen. Ed.	3
Math	102, 130 or 160	Quantitative Reasoning, College Algebra or Introduction to Statistics	3
COLL	101	First Year Experience	2
Credit Hours			18
SECOND SEMESTER - Spring			
AVSC	215	Instrument Ground School	3
AVSC	220	Instrument Certification Lab	3
AVSC	221	Flight Management Systems	3
PHYS	190	The Physical World: Gen. Ed. Scientific Reasoning	3
PHYS	191	The Physical World Lab	1
ENG	102	College Composition II	3
Credit Hours			19
Year 2 Sophomore			
FIRST SEMESTER - Fall			
AVSC	231	Aviation Law and Regulations	3
AVSC	329	Commercial Ground School	3
AVSC	330	Commercial Phase I Lab	3

COM	101	Oral Communication Gen. Ed.	3
ENG	202	ENG Comp Gen. Ed. Literature or other options	3
Credit Hours			15
SECOND SEMESTER - Spring			
AVSC	241	AV Safety and Human Factors	3

AVSC	340	Commercial Phase II ASEL Lab	3
*AVSC or Elective	335	CFI Ground School	3
PHYS	400	Oceanography and Climatology	3
HIST	103	History Gen. Ed.	3
Credit Hours			15

Year 3 - Junior

FIRST SEMESTER - Fall

AVSC	310	Aircraft Sys and Powerplants	3
AVSC	315	Airport Operations and Mgmt	3
AVSC	355	Aviation Weather	3
*AVSC or Elective	375	Commercial AMEL Add-On Lab	1
ECON or FIN	103 or 131	Principle of Microeconomics or Financial Literacy Gen. Ed. Applied Reasoning	3
Credit Hours			13

SECOND SEMESTER - Spring

AVSC	320	Flight Phys and Human Factors	3
AVSC	325	Ntnl Airspace Sys and NextGen	3
*AVSC or Elective	345	Initial CFI ASEL Lab	3
GBUS	140	Intro to Business	3

POLS OR SOC OR SWK		Gen. Ed. Social Science	3
Credit Hours			15
Year 4 - Senior			
FIRST SEMESTER - Fall			
*AVSC or Elective	305	CFII Lab	1
AVSC	405	Business Aviation	3
AVSC	410	Air Transportation Operations	3
ART	100	Gen. Ed.: Fine Arts or other options	3
		Gen. Ed. Social Science	3
Credit Hours			13
SECOND SEMESTER - Spring			
AVSC	450	Crew Resource Management	3
AVSC	495	Internship in Aviation Operations	3
PHIL	201	Gen. Ed.: Humanities or other options	3
Elective			3
Credit Hours			12
<b>Total credit hours required for degree</b>			<b>120</b>

\*Indicate courses that lead to becoming a flight instructor.

6.2.5.b. All proposed undergraduate degree programs shall include a coherent general education component that is consistent with the institution's mission and appropriate to its educational programs. The undergraduate general education component shall be documented.

The General Education Program promotes student success by providing undergraduates with the knowledge and skills needed to become successful graduates, critical thinkers, and lifelong learners. While all programs have their own objectives, the General Education Program represents the core foundation upon which all academic programs and the following student learning outcomes are built. (General Education requirements for students who have already earned a bachelor's degree from a regionally accredited institution of higher education are considered to be completed.)

Upon completion of the General Education Program at WLU, students will communicate with clarity, coherence, and persuasiveness. They will have the ability to apply appropriate concepts and methods to analyze, evaluate, and interpret information or texts, implementing suitable strategies to solve problems or relate analyses as appropriate. The WLU graduate will gain the tools to reflect objectively on

the human condition through investigation, appreciation, and evaluation of the products, perceptions, expressions, and interrelationships of various cultures.

6.2.5.c. The minimum requirement for general education for all undergraduate programs delivered through the traditional distributed curricula is 24 for transfer associate's degrees, and 30 for bachelor's degrees. If the general education component is delivered through integrated, embedded, interdisciplinary, or other accepted models, institutions must demonstrate that the program meets minimum requirements equivalent to the distributed model.

Not Applicable

### 6.3. Program Need and Justification

6.3.1. Relationship to Institutional Goals/Objectives: Relate this program to the institution's goals and objectives and the statewide master plan.

The Bachelor of Science program in Commercial Pilot - Fixed Wing will support many strategic goals of West Liberty University. It conveys directly to the University's mission that WLU is a public university committed to providing students with a comprehensive education from undergraduate to advanced degrees while serving as the region's leading advocate for the arts, education, research, and economic opportunity.

The core of Bachelor of Science program in Commercial Pilot - Fixed Wing program at WLU is embedded within exploration and experimental learning. Furthermore, this program relates well to the vision that WLU aspires to be a model of innovative, inclusive, and transformational education accessible to all and that positively impacts society. Given the minimal number of colleges similar in size to WLU that offer any type of aviation degree, West Liberty can be argued as being that model of innovation that is leading the field to positively impacting society.

Furthermore, the following West Liberty University strategic goals are supported within the Bachelor of Science program in Commercial Pilot - Fixed Wing program:

- Attract and retain students at every level—traditional age and adult, transfer and first-year, graduate, and non-degree-seeking.
- Pursue innovative, viable, and relevant program development.
- Develop high-impact practices for learners through a range of innovative learning platforms.
- Foster a vibrant co-curriculum that addresses the whole student experience. • Increase the number of students exemplifying academic excellence through enrollment, retention, and graduation rates.
- Engage students in experiences that extend beyond the classroom.
- Expand curricular opportunities to include high demand fields, the global economy, and professional development.
- Foster a robust environment that stimulates scholars and students toward creativity, research and innovation.
- Engage increasing numbers of students in higher education through expanding access and promoting opportunities available to traditional and nontraditional students and to adults.

6.3.2. Existing Programs: List similar programs (and their locations) offered by other institutions (public or private) in West Virginia. State why additional programs or locations are desirable.

Three institutions of higher education currently offer FAA certified Part 141 Pilot Training. Fairmont Aviation Center of Excellence (Fairmont State College of Business and Aviation), Marshall's Bill Noe Flight School (Marshall University), and Bravo Flight Training (Shephard University).

The proposed program at West Liberty University will be a dual enrolled program with Marshall University: Bill Noe Flight School. The consortium agreement to offer the joint program with Marshall University is a dynamic opportunity because of having an airport in Ohio County. The airport is located less than four miles from the WLU campus.

As a result of a national shortage of pilots new programs are required to meet the need. In a recent article reported by Boeing it was stated that the industry-wide demand projections is that there will be demand for 2.3 million new aviation personnel over the next 20 years. Those projections include the need for 649,000 pilots.

6.3.3. Program Planning and Development: Indicate the history to date of the development and submission of this program proposal. What resources (e.g., personnel, financial, equipment) have already been invested in this program? What planning activities have supported this proposal?

West Liberty University is a desirable place to initiate such a joint program with Marshall University: Bill Noe Flight School because of the campus location to the Ohio County Airport. The joint program agreement with Marshall University, the Ohio County Commission, and the Regional Economic Development Partnership (RED). The Aviation Commercial Pilot: Fixed-Wing BS will support the region's economic development and educational opportunities for the northern panhandle of West Virginia.

The collaborative conversation began in May 2022 between WLU, Marshall University, and RED. In the fall of 2022, all parties met with the Ohio County Commission to assess the program development. In a joint effort, the Ohio County Commission and RED hired a Chief Development Officer for Aviation to focus on economic development opportunities and education. West Liberty University has the faculty capacity to provide the general studies component, and Marshall University will provide the staff, equipment, software, and aircraft maintenance necessary to deliver flight training. In addition, Marshall University will provide program services to West Liberty University for the aviation program under Marshall University's Federal Aviation Administration Air agency Certificates.

Aviation Planning and Program Development Timeline

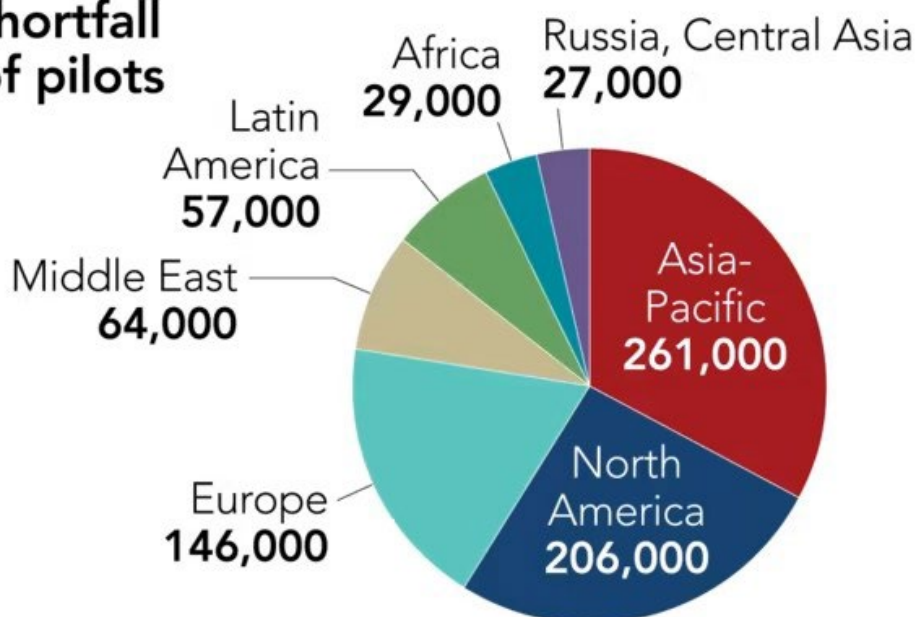
1. Intent to Plan	Sept. 15, 2023
2. Curriculum Committee	October 12, 2023 (Proposed)
3. Faculty Senate Approval	October 17, 2023 (Proposed)
4. Board of Governors Approval	October 18, 2023 (Proposed)
5. HEPC Approval	December 2023 (Proposed)

6.3.4. Clientele and Need: Describe the clientele to be served and state which of their specific needs will be met by the program. Indicate any special characteristics, such as age, vocation, or academic background. Indicate manpower needs, interest on the part of industry, research and other institutions, governmental agencies, or other indicators justifying the need for the program.

West Liberty University's Aviation Commercial Pilot: Fixed-Wing, BS, degree program will help meet the nation's projected significant need for commercial pilots over the next 20 years. Its ground and flight courses lead to a series of FAA certifications and prepare graduates to become commercial pilots of single and multi-engine aircraft.

---

## Estimated shortfall in number of pilots by 2037



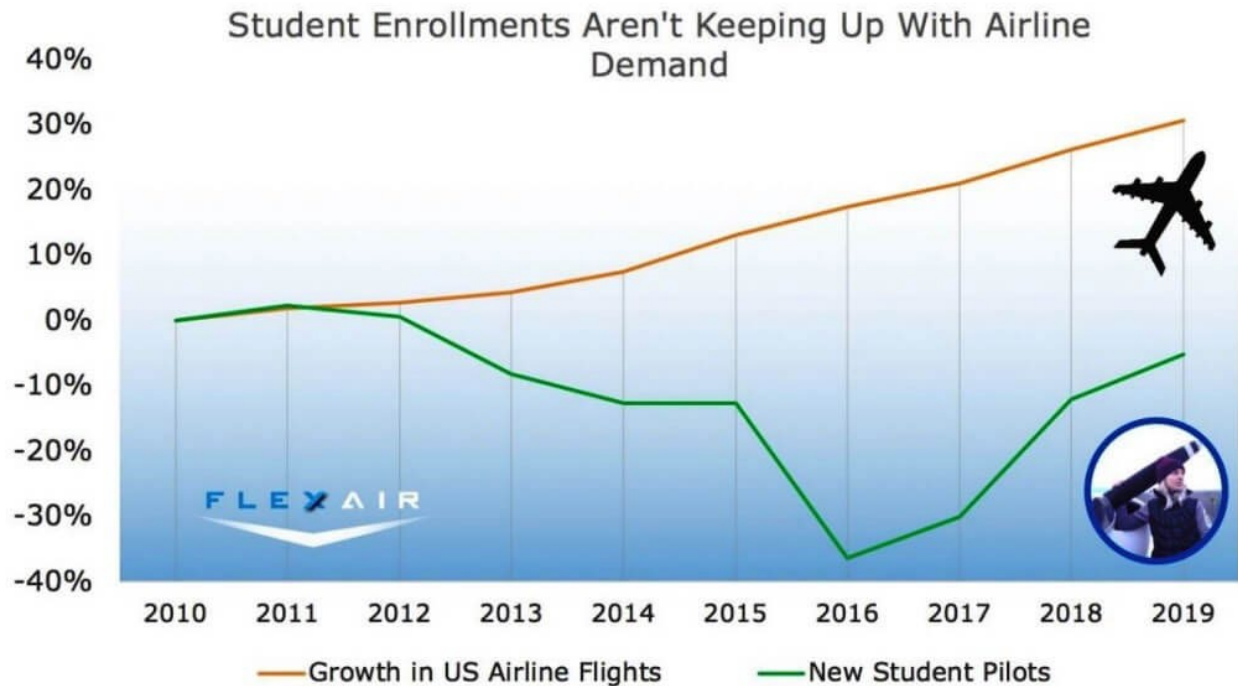
Source: Boeing

---

6.3.5. Employment Opportunities: Present a factual assessment of the employment opportunities that are likely to be available to program graduates. Include data and references supporting this assessment. Indicate the types and number of jobs for which such a curriculum is appropriate.

The tables provided indicate that the current number of students graduating with commercial pilot license does not meet the market demand. Graduates can expect to earn an average of \$46,963 in their first year of employment. On October 5, 2018, the President signed the FAA Reauthorization Act of 2018. In section 625 of the act, Congress addressed the projected shortages of aircraft pilots in the aviation industry by giving the FAA the authority to establish an Aviation Workforce Development Grant Program to expand the aircraft pilots workforce and provide meaningful aviation education designed to prepare students to become aircraft pilots, aerospace engineers, or unmanned aircraft systems operators, and support the related professional development of teachers. Congress approved the program through the end of fiscal year 2023. These grants have been used in a variety of methods including financial assistance for individuals attending pilot training programs.





(Sources: Federal Aviation Administration, Bureau of Transportation)

#### Major Airline Pilot Pay Comparison, 80 Hours per Month

Airline	Co-Pilot/Year One	Co-Pilot/Year Five	Pilot/Year Ten	Pilot/Year Maximum
Airtran	\$41,040	\$87,370	\$148,858	\$156,691
Alaska	\$45,847	\$100,345	\$167,052	\$173,173
American	\$33,600	\$95,040	\$170,880	\$204,480
Delta	\$58,579	\$121,915	\$167,437	\$244,550
FedEx	\$58,725	\$123,041	\$198,224	\$242,893
JetBlue	\$45,120	\$87,888	\$133,709	\$152,352
Southwest	\$54,720	\$123,619	\$201,427	\$205,872
United	\$58,483	\$130,641	\$171,360	\$225,389
UPS	\$33,946	\$128,698	\$217,939	\$227,674
US Airways	\$39,571	\$83,136	\$90,950	\$153,178
<b>Average</b>	<b>\$46,963</b>	<b>\$108,169</b>	<b>\$166,784</b>	<b>\$198,625</b>

NOTE: PAY FLUCTUATES BASED ON THE SIZE OF THE AIRCRAFT, WITH LARGER AIRCRAFT RESULTING IN HIGHER PAY.  
SOURCE: FAPA.AERO

6.3.6. Program Impact: Describe the impact of this program on other programs that it will support or that will be supported by it.

The aviation program at West Liberty University will be run separately as a sole supporting business unlike the other programs offered at the university. The joint nature of this program and the aggressive goal to be self-sustaining within five years fuels the decision for it to be independent. The model of development will not impact the other programs at the university.

**6.3.7. Cooperative Arrangements:** Describe any cooperative arrangements (including clinical affiliations, internship opportunities, personnel exchanges, and equipment sharing) that have been explored.

West Liberty University has the faculty capacity to provide the general studies component. West Liberty University will also employ a full-time on-site Co-Director and as required by FAA regulations a meeting place, hangar facility, instructional airplanes, classroom, office space, and a student area. These spaces already exist on campus and at the Ohio County Airport. Marshall University will provide the staff, equipment, software, and aircraft maintenance necessary to deliver flight training. In addition, Marshall University will provide program services to West Liberty University for the aviation program under Marshall University's Federal Aviation Administration Air agency Certificates.

**6.3.8. Alternatives to Program Development:** Describe any alternatives to the development of this program that have been considered and why they were rejected.

Not Applicable

#### **6.4. Program Implementation and Projected Resource Requirements**

West Liberty University will have a collaborative joint program with Bill Noe Flight School, the Ohio County Commission and RED. The Aviation Commercial Pilot: Fixed-Wing BS will support the economic development of the Ohio County Airport and the region. West Liberty University has the faculty capacity to provide the general studies component. West Liberty University will also employ a full-time on-site Co-Director and as required by FAA regulations a meeting place, hangar facility, airplane classroom, office space, and a student area. These spaces already exist on campus and at the Ohio County Airport. Marshall University will provide the staff, equipment, software, and aircraft maintenance necessary to deliver flight training. In addition, Marshall University will provide program services to West Liberty University for the aviation program under Marshall University's Federal Aviation Administration Air agency Certificates.

The Aviation Commercial Pilot: Fixed-Wing BS at West Liberty University will run as a business model independently from the other programs at the university. The tuition and fees collected from the students enrolled in the aviation program will cover the costs of the program. WLU will collect the tuition and fees from the students and submit payment for the staff, equipment, software, and aircraft maintenance necessary to deliver flight training. The intent of this collaborative relationship is to enable WLU to generate revenue and profit to become self-sufficient within five years of the launching of the program in Fall 2024

**6.4.1. Program Administration:** Describe the administrative organization for the program and explain what changes, if any, will be required in the institutional administrative organization.

The aviation Commercial Pilot: Fixed-Wing BS will be a stand alone degree in the Aviation Program under the Department of Special Programs. The current Dean of Graduate Studies will also serve as the director of special programs.

**6.4.2. Program Projections:** Indicate the planned enrollment growth and development of the new program during the first five (5) years (FORM 1). If the program will not be fully developed within five (5) years, indicate the planned size of the program in terms of degrees and majors or clients served over the years to

reach full development of the program. Include a plan for sustainability of the program after the initial five (5) year start-up.

<b>FORM1</b>						
	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>	<b>Fourth Year</b>	<b>Fifth Year</b>	
	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	
<b>Number of Students Served through Course Offerings of the Program:</b>						
<b>Headcount:</b>	20	40	60	80	80	
<b>FTE:</b>	1	1	1	1	1	
<b>Student Credit Hours:</b>	33	63	94	120	120	
<b>Total Student Credit Hours:</b>	660	2520	5640	9600	9600	
<b>Tuition@ 8716 per student</b>	\$174,320.00	\$348,640.00	\$522,960.00	\$697,280.00	\$697,280.00	
<b>Number of degrees granted (annual total):</b>	0	0	0	20	20	
<b>Marshall</b>	19415 x 20	19415 x 40	19415 x 60	19415 x 80	19415 x 80	This is a wash out.
<b>Aviation Fees</b>						Included with overall tuition and fees but goes directly to Marshall University

**6.4.3. Faculty Instructional Requirements:** Indicate the number, probable rank, experience, and cost of faculty required over the five (5) year period.

Co-director, Assistant Professor of Aviation

**6.4.4. Library Resources and Instructional Materials:** Evaluate the adequacy of existing library resources and instructional materials for the proposed program. Estimate the nature and probable cost of additional resources necessary to bring the proposed program to an accreditable level.

The Dean of Learning Resources within the WLU Library, that at this time, WLU has adequate resources to support scholarly research. Below is a link to all University Electronic

Resources: <http://www.westliberty.edu/library/desktop-resources/>

The library and all of its resources are available to students on and off campus with student logins.  
DATABASES & DIGITAL COLLECTION

- [Academic Search Complete](#)
- [Business Source Elite](#)
- [Cochrane Central Register of Controlled Trials](#)
- [Cochrane Database of Systematic Reviews](#)
- [Cochrane Methodology Register](#)
- [Communication and Mass Media Complete](#)
- [Database of Abstracts of Reviews of Effects](#)
- [Dentistry & Oral Sciences Source](#)
- [Dynamed](#)
- [ERIC](#)
- [Gale Business Insights: Global](#)
- [Gale Opposing Viewpoints in Context](#)
- [Gale Science In Context](#)
- [Gale World History In Context](#)
- [Grove Music Online](#)
- [Health Technology Assessments](#)
- [Literature Resource Center](#)
- [MasterFILE Premier](#)
- [Medline Complete](#)
- [MLA Directory of Periodicals](#)
- [MLA International Bibliography](#)
- [Newspaper Source](#)
- [NHS Economic Evaluation Database](#)
- [Nursing/Academic Edition](#)
- [Points of View](#)
- [ProQuest](#)
- [PubMed](#)
- [SPORTDiscus](#)
- [Teacher Reference Center](#)
- [WV Infodepot](#)

**6.4.5. Support Service Requirements:** Indicate the nature of any additional support services (e.g., laboratories, computer facilities, equipment, etc.) likely to be required by the proposed program. Include

the expected costs, and describe how such expansions will be incorporated into the institutional budget. Describe any student support services that will be put into place to enhance student retention and successful program completion for this new program.

## **Student Services**

### **First-Year Retention Programs & Services**

The following programs and services are coordinated through the Student Success Center:

- First-Year Experience course (COLL 101)
- Student Success Seminar (COLL 103)
- At-risk student monitoring and academic advising
- PARENT POWER news bulletin

For more information about these and other related programs and services, contact the Student Success Center by phone (304-336-8185). **Accessibility Services**

The Office of Accessibility Services, which is part of the Student Success Center in the Elbin Library, is available to assist students with disabilities. A student recognizing that their academic or campus activities are limited or in some way restricted as a result of mobility, visual, hearing, learning, or emotional disability may contact the Student Success Center for a personal conference.

West Liberty University does not require students to disclose information regarding a disability. Students are requested to voluntarily contact the Office of Accessibility Services and can be assured that no information will be shared without permission.

The Office of Accessibility Services can arrange to facilitate appropriate support services and accommodations. For information, please call 304-336-8185. Additional information can be found on the Accessibility Services webpage.

### **Academic Coaching**

Academic Coaching is offered within the Student Success Center in the Elbin Library. Academic Coaching provides students the opportunity to engage with one of our Graduate Assistants to better understand strategies to be successful academically inside and outside the classroom. This learning support service differs from Peer Tutoring in that Academic Coaching is not course-specific but allows students to consider various methods for common tasks within the classroom to decide what may work best. Examples of items that could be covered in an Academic Coaching session include:

- Goal Setting
- Note Taking
- Developing Study Plans
- Time Management
- Active Reading
- Study Strategies

We encourage students to meet with an Academic Coach once per week or once every other week to maintain regular contact and be able to review previous efforts and develop action plans for subsequent

weeks. For students that may feel uneasy about an upcoming semester or maybe have not experienced success in the past, we recommend students to meet with an Academic Coach within the first week or two of a semester, not wait until they feel overwhelmed. Academic Coaching sessions are intended to be proactive and allow a student to be better prepared for challenges they may experience throughout a semester.

Please contact the Student Success Center with interest or questions by calling 304-336-8185.

Additional information can be found on the Academic Coaching webpage. **Peer Tutoring Services**

Peer Tutoring Services are offered within the Student Success Center in the Elbin Library. This service is free and based on the availability of a peer tutor in a requested course. Peer Tutors are recommended by faculty and have received high marks in the courses in which they assist while receiving regular training. Students can also utilize the common areas within Elbin Library for individual or group study.

Please contact the Student Success Center with interest or questions by calling 304-336-8185. Additional information can be found on the Peer Tutoring webpage.

### **The E. Kent and Barbara Robinson Writing Center**

The E. Kent & Barbara Culler Robinson Writing Center offers free one-on-one tutoring sessions to undergraduate and graduate students throughout all stages of the writing process. The Mission at the Robinson Writing Center is to support students from all academic disciplines in improving their skills in written communication and gaining confidence in their writing abilities. With these goals in mind, tutors aim to teach rhetorical principles that not only help students to approach the task at hand, but also transfer across different courses and writing assignments.

Students can schedule an appointment online at <https://westliberty.edu/humanities/students/writing-center/>

The Robinson Writing Center is located in L14, on the bottom floor of the Elbin Library. [writingcenter@westliberty.edu](mailto:writingcenter@westliberty.edu)

### **Paul N. Elbin Library**

The Paul N. Elin Library provides research assistance for students and faculty at West Liberty University. Consultations with a librarian are recommended for assignments requiring research and sources. Elbin Library provides access to books, eBooks, eJournals, articles and video for use to our campus community. Interlibrary Loan Services are provided by Elbin Library for items not accessible through our collections.

Elbin Library is open and accessible all year. Please check the Elbin Library website for hours and contact information. We look forward to serving you. [elbinlibrary@westliberty.edu](mailto:elbinlibrary@westliberty.edu)

### **Student Health Services**

Provisions of the services to which a student is entitled are detailed below:

1. Student Health Portal: Students will be instructed to register for the portal once they obtain their West Liberty email address and student ID. Required health forms are completed electronically on the portal. Students will upload their immunization record showing proof of measles, mumps, and rubella vaccination. Failure to do so will result in a registration hold for the subsequent semester. Students who fail to submit the required health forms may be denied treatment at Student Health Services or participation in athletics.

2. **Physical Exam:** A physical is required for all undergraduate students. The physical should be completed within 12 months of the first day of classes. Athletes should have a physical within 6 months of the first day of classes. The WLU physical exam form must be used and can be printed from the Student Health Services website. After completion, the physical should be uploaded to the student health portal.
3. **Physicians:** During the regular university year, a contracted physician is available for consultations weekday mornings by appointment in Student Health Services. Physicians are also available at Doctor's Urgent Care of Wheeling during their hours of operation.
4. **Registered Nurses:** Evaluation and treatment of students with health concerns will be provided by the Director of Student Health Services and/or Staff Nurse by walk-in or appointment. Office hours are maintained Monday- Friday 7am-3pm. Extended hours until 4:30 are available on designated days. Most services are free. Student Health Services does not bill health insurance.

#### **Dental Hygiene Clinic**

Dental hygiene preventive services are available in the Dental Hygiene Clinic to all members of the campus community during the fall and spring semesters. The services available include teeth cleaning, x-rays, fluoride treatments and nutritional counseling. A nominal fee is charged for an appointment. Appointments may be made by calling the Dental Hygiene Program office at 304.336.8633 or by stopping by the office located in Campbell Hall.

#### **Speech and Hearing Clinic**

Speech, language, and hearing services are available in the Speech and Hearing Clinic to all members of the campus community during the fall, spring, and summer semesters. These services include evaluation, treatment, rehabilitation, and counseling for hearing disorders, hearing loss prevention, speech disorders (articulation/phonology/dysarthria/apraxia), language disorders (receptive/expressive/pragmatic language), acquired language disorders (aphasia), acquired cognitive-communication disorders, voice disorders, resonance disorders, fluency disorders, augmentative- alternative communication systems, custom hearing protection, swim molds, and assistive listening devices.

Current faculty, staff and students are able to receive services at a discounted rate. Appointments may be made by calling the Administrative Secretary at 304-336-8199 or scheduling online at [www.westliberty.edu/shc](http://www.westliberty.edu/shc).

#### **Mental Health Counseling Services**

Location: College Union 2nd Floor, S14  
Hours: Monday - Friday / 8 am – 4 pm  
Telephone: (304) 336-8215  
E-mail: [lwitzberger@westliberty.edu](mailto:lwitzberger@westliberty.edu)

#### **Confidential & Free**

Counseling offers professional therapeutic services that can assist students with mental health, academic, career, and personal needs. Seeking help is not an admission of weakness, but a demonstration of a student's determination to help themselves during a challenging time. Counseling services complement the University's mission by assisting students' personal growth, mental health, and academic success.

Common issues on today's university campuses include:

- Academic concerns
- Alcohol abuse
- Anxiety

- Depression
- Drug abuse
- Eating disorders
- Grieving
- Homesickness
- Identity issues
- Relationship issues
- Self-Injurious behavior
- Sexual/Physical assault
- Sleep difficulty
- Stress
- Suicidal thoughts

Please utilize any of the following methods **to schedule an appointment**:

1. Using Wins
  - a. Sign into your WINS account
  - b. Click Student Services
  - c. Click Request a Counseling Session
2. Email: [lwitzberger@westliberty.edu](mailto:lwitzberger@westliberty.edu)
3. Phone: (304)336-8215
4. Submit a request through the Referral Box beside the office door.
5. Walk-in

### **Career Services**

Career Services functions as a part of the Student Success Center in the Elbin Library. Staff are committed to assisting students and alumni in their career development to effectively prepare them for employment. Students are encouraged to develop their potential by gaining experiences and skills through the academic environment, campus involvement, volunteering/service activities, internship opportunities and career exploration. The goal is for students and alumni to be able to successfully conduct a self-directed job search as well as manage their goals into viable career objectives.

There are a variety of resources and opportunities available to students:

- Handshake Career Platform
- Workshops
- Classroom Presentations
- Job Postings
- Graduate School Expo
- Career/Job Fairs
- Resume/Cover Letter Development
- Internship Exploration/Identification
- Interview Prep Sessions and Mock Interviews
- Job Search Assistance
- Career Interest Inventories
- Administration of Miller Analogies Test (MAT)

The Learning & Student Development Center utilizes social media (Instagram/Twitter – *wlu\_lsd*) to share local/regional job opportunities along with helpful tips on career development topics. Please contact



us to set up an appointment or further discuss how our staff may be helpful by calling 304-336-8185. Additional information can be found on the Career Services webpage.

6.4.6. Facilities Requirements: Indicate whether the program will require the addition of new space or facilities or the remodeling or renovation of existing space. If so, provide a statement detailing such plans and space needs and their estimated funding requirements. Describe the impact of this new program on space utilization requirements.

As required by FAA regulations, a meeting place, hangar facility, instructional airplanes, classroom, office space, and a student area exist on campus and at the Ohio County Airport. Marshall University will provide the co-director, equipment, software, and aircraft maintenance necessary to deliver flight training. In addition, Marshall University will provide program services to West Liberty University for the aviation program under Marshall University’s Federal Aviation Administration Air Agency Certificates.

6.4.7. Operating Resource Requirements: Using FORM 2, provide a summary of operating resource requirements by object of expenditure.

<b>FORM2</b>					
<b>A. FTE Positions</b>	First Year	Second Year	Third Year	Fourth Year	Fifth Year
	2024/25	2025/26	2026/27	2027/28	2028/29
1. Co-Director	1	1	1	1	1
2. Full-time Faculty	0	0	0	0	0
3. Part-time Faculty	0	0	0	0	0
4. Adjunct Faculty	0	0	0	0	0
5. Graduate Assistants	0	0	0	0	0
6. Other Personnel (Chairs/Methodologist)	0	0	0	0	0
<b>B. Operating Costs</b>	First Year	Second Year	Third Year	Fourth Year	Fifth Year
	2023/24	2024/25	2025/26	2026/27	2027/28
Personnel Services:					
1. Co-Director	\$44,400.00	\$44,400.00	\$44,400.00	\$46,400.00	\$46,400.00
2. Part-time Faculty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Adjunct Faculty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Graduate Assistants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Other Personnel (Chairs/Methodologist)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Salaries	\$44,400.00	\$44,400.00	\$44,400.00	\$46,400.00	\$46,400.00
6. Current Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7. Repairs and Alterations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

8. Equipment					
a. Educational Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
b. Research i.e. Proquest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c. Faculty Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
d. Summer Seminars	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
e. Capital Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Costs	\$44,400.00	\$44,400.00	\$44,400.00	\$46,400.00	\$46,400.00
<b>C. Sources</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>	<b>Fourth Year</b>	<b>Fifth Year</b>
	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
1. General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Federal Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Private and Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Tuition	\$174,320.00	\$348,640.00	\$522,960.00	\$697,280.00	\$697,280.00
Total All Sources	\$174,320.00	\$348,640.00	\$522,960.00	\$697,280.00	\$697,280.00

6.4.8. Source of Operating Resources: Indicate the source of operating resource requirements if the service levels are to reach those projected in FORM 1. Describe any institutional plans to reallocate resources to the program in each year of the five (5) year period. Describe the supplementary resource needs that are beyond the usual or expected institutional allocations that are derived through the regular budget request process.

Not Applicable

## 6.5. Program Evaluation

6.5.1. Evaluation Procedures: Indicate the evaluation or review guidelines, procedures, schedule, and assessment measures that will be used for this program. Criteria and standards for program evaluation will vary according to the level and purpose of the program. The evaluation should address the viability, adequacy, and necessity of the program in relation to the mission of the institution. Both qualitative and quantitative indicators are important. Among the measures may also be the value of the program to the State and its people, its roles in contributing to human development, and its social utility in contributing to the further development of West Virginia.

The Federal Aviation Administration (FAA) is the agency of the United States Department of Transportation responsible for the regulation and oversight of civil aviation within the U.S., as well as operation and development of the National Airspace System. Its primary mission is to ensure the safety of civil aviation. The FAA regulates and reviews pilot training programs. The curriculum is aligned with the FAA standards and will undergo a program review every five years. The West Virginia Higher Education Policy Commission (WVHEPC), through engagement, advocacy, collaboration, and coordination of educational policy and research, supports West Virginia's higher education system in

meeting the current and future needs of West Virginia, its citizens, and its economy. Institutions of higher education in West Virginia with approved programs are required to go through a WVHEPC three year program review as mandated through Title 133: Procedural Rule WVHEPC in accordance with Series 10: Policy Regarding Program Review and Planning.

6.5.2. Accreditation Status: Indicate the accrediting agency for the proposed program, the schedule for initiating and receiving accreditation, and the costs of each stage of the process. Attach to the proposal the statement of standards used by the accrediting agency for such a program and how each accreditation standard will be addressed within the proposed program.

West Liberty University is regionally accredited by the Higher Learning Commission (HLC), state authorized by the West Virginia Higher Education Policy Commission (WVHEPC) and program authorized through the Federal Aviation Administration (FAA) is the agency of the United States Department of Transportation.